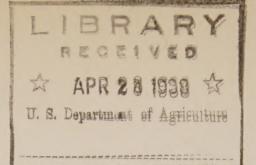
SB-No. 111
United States Department of Agriculture
Agricultural Adjustment Administration

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Rates of Commercially Recoverable Sugar, Raw Value, per Ton of Sugar Beets According to Sugar Content at Time of Delivery to a Processor

To be used for the calculation of commercially recoverable sugar under the sugar beet program for sugar beets marketed under "individual test contracts"

Market Co. or				moderational control of the control									
Percent	Rate	Percent	Rate	Percent	Rate	Percent	Rate	Percent	Rate	Percent	Rate	Percent	Rate
12.001/	2.287	12.50	2.382	13.00	2.478	13.50	2.573	14.00	2.668	14.50	2.764	15.00	2.859
12.01	2.289	12.51	2.384	13.01	2.480	13.51	2.575	14.01	2.670	14.51	2.766	15.01	2.861
12.02	2.291	12.52	2.386	13.02	2.482	13.52	2.577	14.02	2.672	14.52	2.767	15.02	2.863
12.03	2.293	12.53	2.388	13.03	2.483	13.53	2.579	14.03	2.674	14.53	2.769	15.03	2.865
12.04	2.295	12.54	2.390	13.04	2.485	13.54	2.581	14.04	2.676	14.54	2.771	15.04	2.867
		1001	2000	10002	20-700	10.04	repor	14.04	20010	14004	reilT.	10002	20001
12.05	2.297	12.55	2.392	13.05	2.487	13.55	2.583	14.05	2.678	14.55	2.773	15.05	2.868
12.06	2.299	12.56	2.394	13.06	2.489	13.56	2.584	14.06	2.680	14.56	2.775	15.06	2.870
12.07	2.300	12.57	2.396	13.07	2.491	13.57	2.586	14.07	2.682	14.57	2.777	15.07	2.872
12.08	2.302	12.58	2.398	13.08	2.493	13.58	2.588	14.08	2.684	14.58	2.779	15.08	2.874
12.09	2.304	12.59	2.400	13.09	2.495	13.59	2.590	14.09	2.685	14.59	2.781	15.09	2.876
12.10	2.306	12.60	2.401	13.10	2.497	13.60	2.592	14.10	2.687	14.60	2.783	15.10	2.878
12.11	2.308	12.61	2.403	13.11	2.499	13.61	2.594	14.11	2.689	14.61	2.785	15.11	2.880
12.12	2.310	12.62	2.405	13.12	2.501	13.62	2.596	14.12	2.691	14.62	2.786	15.12	2.882
12.13	2.312	12.63	2.407	13.13	2.502	13.63	2.598	14.13	2.693	14.63	2.788	15.13	2.884
12.14	2.314	12.64	2.409	13.14	2.504	13.64	2.600	14.14	2.695	14.64	2.790	15.14	2.886
12.15	2.316	10 65	0 433	37 35	0 500	32.05	0 000	34.35	0.000	14.05	0 700	25.25	0.005
12.16	2.318	12.66	2.411	13.15	2.506	13.65	2.602	14.15	2.697	14.65	2.792	15.15	2.887
12.17	2.320	12.67	2.413	13.16	2.508	13.66	2.603	14.16	2.699	14.66	2.794	15.16	2.889
12.18	2.321	12.68	2.415	13.17	2.510	13.67	2.605	14.17	2.701	14.68	2.796	15.17	2.891
12.19	2.323	12.69	2.419	13.19	2.514	13.69	2.609	14.19	2.705	14.69	2.800	15.19	2.895
20010	24020	12009	COATA	10019	20014	10003	2.003	14013	20100	74003	2,000	10013	20000
12.20	2.325	12.70	2.421	13.20	2.516	13.70	2.611	14.20	2.706	14.70	2.802	15.20	2.897
12.21	2.327	12.71	2.422	13.21	2.518	13.71	2.613	14.21	2.708	14.71	2.804	15.21	2.899
12.22	2.329	12.72	2.424	13.22	2.520	13.72	2.615	14.22	2.710	14.72	2.806	18.22	2.901
12,23	2.331	12.73	2.426	13.23	2.522	13.73	2.617	14.23	2.712	14.73	2.807	15.23	2.903
12.24	2.333	12.74	2.428	13.24	2.523	13.74	2.619	14.24	2.714	14.74	2.809	15.24	2.905
						20.00		24.05					
12.25	2.335	12.75	2.430	13.25	2.525	13.75	2.621	14.25	2.716	14.75	2.811	15.25	2.907
12.26	2.337	12.76	2.432	13.26	2.527	13.76	2.623	14.26	2.718	14.76	2.813	15.26	2.908
12.27	2.339	12.77	2.434	13.27	2.529	13.77	2.624	14.27	2.720	14.77	2.815	15.27	2.910
12.28	2.340	12.78	2.436	13.28	2.531	13.78	2.626	14.28	2.722	14.78	2.817	15.28	2.912
12.29	2.342	12.79	2.438	13.29	2.533	13.79	2.628	14.29	2.724	14.79	2.819	15.29	2.914
12.30	2.344	12.80	2.440	13.30	2.535	13.80	2.630	14.30	2.725	14.80	2.821	15.30	2.916
12.31	2.346	12.81	2.441	13.31	2.537	13.81	2.632	14.31	2.727	14.81	2.823	15.31	2.918
12.32	2.348	12.82	2.443	13.32	2.539	13.82	2.634	14.32	2.729	14.82	2.825	15.32	2.920
12.33	2,350	12.83	2.445	13.33	2.541	13.83	2.636	14.33	2.731	14.83	2.826	15.33	2.922
12.34	2.352	12.84	2.447	13.34	2.543	13.84	2.638	14.34	2.733	14.84	2.828	15.34	2.924
		-											
12.35	2.354	12.85	2.449	13.35	2.544	13.85	2.640	14.35	2.735	14.85	2.830	15.35	2.926
12.36	2.356	12.86	2.451	13.36	2.546	13.86	2.642	14.36	2.737	14.86	2.832	15.36	2.928
12.37	2.358	12.87	2.453	13.37	2.548	13.87	2.644	14.37	2.739	14.87	2.834	15.37	2.929
12.38	2.360	12.88	2.455	13.38	2.550	13.88	2.645	14.38	2.741	14.88	2.836	15.38	2.931
12.39	2.361	12.89	2.457	13.39	2.552	13.89	2.647	14.39	2.743	14.89	2.838	15.39	2.933
30.40	0 707	20.00	2 450	17 40	2 554	13.90	2.649	14.40	2.745	14.90	2.840	35 40	2 022
12.40	2.363	12.90	2.459	13.40	2.554	13.91	2.651	14.41	2.746	14.91	2.842	15.40	2.935
12.41	2.365	12.91	2.461	13.41		13.92	2.653	14.42	2.748	14.92		15.41	2,937
12.42	2.367	12.92	2.462	13.42	2.558	13.92	2.655	14.43	2.750	14.93	2.844	15.42	2.939
12.43	2.369	12.93	2.464	13.43	2.560	13.94	2.657	14.44	2.752		2.846	15.43	2.941
12.44	2.371	12.94	2.466	13.44	2.562	10024	2,007	T.4.4.4.	20102	14.94	2.847	15.44	2.943
12.45	2.373	12.95	2.468	13.45	2.563	13.95	2.659	14.45	2.754	14.95	2.849	15.45	2.945
12.46	2.375	12.96	2.470	13.46	2.565	13.96	2.661	14.46	2.756	14.96	2.851	15.46	2.947
	2.377	12.97	2.472	13.47	2.567	13.97	2.663	14.47	2.758	14.97	2.853	15.47	2.948
	2.379	12.98	2.474	13.48	2.569	13.98	2.664	14.48	2.760	14.98	2.855	15.48	2.950
	2.380	12.99	2.476	13.49	2.571	13.99	2.666	14.49	2.762	14.99	2.857	15.49	2.952
12.49	2000	Treas	20210	200.20							2001	204.80	m60.40

I/ Rates for lower percentages should be calculated by multiplying the figure representing percentage of sugar content by a factor of .1906.

Rates of Commercially Recoverable Sugar, Raw Value, per Ton of Sugar I

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Rates of Commercially Recoverable Sugar, Raw Value, per Ton of Sugar Beets According to Sugar Content at Time of Delivery to a Processor

To be used for the calculation of commercially recoverable sugar under the sugar beet program for sugar beets marketed under "individual test contracts"

Percent	Rate	Percent	Rate	Percent	Rate	Percent	Rate	Percent	Rate	Percent	Rate	Percent	Rate
15.50	2.954	16.00	3.050	16.50	3.145	17.00	3.240	17.50	3.335	18.00	3.431	18.50	3.526
15.51	2.956	16.01	3.051	16.51	3.147	17.01	3.242	17.51	3.337	18.01	3.433	18.51	3.528
15.52	2.958	16.02	3.053	16.52	3.149	17.02	3.244	17.52	3.339	18.02	3.435	18.52	3.530
15.53	2.960	16.03	3.055	16.53	3.151	17.03	3.246	17.53	3.341	18.03	3.436	18.53	3.532
15.54	2.962	16.04	3.057	16.54	3.152	17.04	3.248	17.54	3.343	18.04	3.438	18.54	3.534
15.55	2.964	16.05	3.059	16.55	3.154	17.05	3.250	17.55	3.345	18.05	3.440	18.55	3.536
15.56	2.966	16.06	3.061	16.56	3.156	17.06	3.252	17.56	3.347	18.06	3.442	18.56	3.537
15.57	2.968	16.07	3.063	16.57	3.158	17.07	3.253	17.57	3.349	18.07	3.444	18.57	3.539
15.58	2.969	16.08	3.065	16.58	3.160	17.08	3.255	17.58	3.351	18.08	3.446	18.58	3.541
15.59	2.971	16.09	3.067	16.59	3.162	17.09	3.257	17.59	3.353	18.09	3.448	18.59	3.543
15.60	2.973	16.10	3.069	16.60	3.164	17.10	3.259	17.60	3.354	18.10	3.450	18.60	3.545
15.61	2.975	16.11	3.070	16.61	3.166	17.11	3.261	17.61	3.356	18.11	3.452	18.61	3.547
15.62	2.977	16.12	3.072	16.62	3.168	17.12	3.263	17.62	3.358	18.12	3.454	18.62	3.549
15.63	2.979	16.13	3.074	16.63	3.170	17.13	3.265	17.63	3.360	18.13	3.455	18.63	3.551
15.64	2.981	16.14	3.076	16.64	3.171	17.14	3.267	17.64	3.362	18.14	3.457	18.64	3.553
15.65	2.983	16.15	3.078	16.65	3.173	17.15	3.269	17.65	3.364	18.15	3.459	18.65	3.555
15.66	2.985	16.16	3.080	16.66	3.175	17.16	3.271	17.66	3.366	18.16	3.461	18.66	3.556
15.67	2.987	16.17	3.082	16.67	3.177	17.17	3.273	17.67	3.368	18.17	3.463	18.67	3.558
15.68	2.989	16.18	3.084	16.68	3.179	17.18	3.274	17.68	3.370	18.18	3.465	18.68	3.560
15.69	2.990	16.19	3.086	16.69	3.181	17.19	3.276	17.69	3.372	18.19	3.467	18.69	3.562
15.70	2.992	16.20	3.088	16.70	3.183	17.20	3.278	17.70	3.374	18.20	3.469	18.70	3.564
15.71	2.994	16.21	3.090	16.71	3.185	17.21	3.280	17.71	3.375	18.21	3.471	18.71	3.566
15.72	2.996	16.22	3.091	16.72	3.187	17.22	3.282	17.72	3.377	18.22	3.473	18.72	3.568
15.73	2.998	16.23	3.093	16.73	3.189	17.23	3.284	17.73	3.379	18.23	3.475	18.73	3.570
15.74	3.000	16.24	3.095	16.74	3.191	17.24	3.286	17.74	3.381	18.24	3.476	18.74	3.572
35 86	7 002	16 25	3.097	16.75	3.192	17.25	3.288	17.75	3.383	18.25	3.478	18.75	3.574
15.75	3.002	16.25	3.099	16.76	3.194	17.26	3.290	17.76	3.385	18.26	3.480	18.76	3.576
15.76	3.004 3.006	16.26 16.27	3.101	16.77	3.196	17.27	3.292	17.77	3.387	18.27	3.482	18.77	3.577
15.77 15.78	3.008	16.28	3.103	16.78	3.198	17.28	3.293	17.78	3.389	18.28	3.484	18.78	3.579
15.79	3.009	16.29	3.105	16.79	3.200	17.29	3.295	17.79	3.391	18.29	3.486	18.79	3.581
70010	0,000	10000											
15.80	3.011	16.30	3.107	16.80	3.202	17.30	3.297	17.80	3.393	18.30	3.488	18.80	3.583
15.81	3.013	16.31	3.109	16.81	3.204	17.31	3.299	17.81	3.394	18.31	3.490	18.81	3.585
15.82	3.015	16.32	3.110	16.82	3.206	17.32	3.301	17.82	3.396	18.32	3.492	18.82	3.587
15.83	3.017	16.33	3.112	16.83	3.208	17.33	3.303	17.83	3.398	18.33	3.494	18.83	3.589
15.84	3.019	16.34	3.114	16.84	3.210	17.34	3.305	17.84	3.400	18.34	3.496	18.84	3.591
15.85	3.021	16.35	3.116	16.85	3.212	17.35	3.307	17.85	3.402	18.35	3.497	18.85	3.593
15.86	3.023	16.36	3.118	16.86	3.213	17.36	3.309	17.86	3.404	18.36	3.499	18.86	3.595
15.87	3.025	16.37	3.120	16.87	3.215	17.37	3.311	17.87	3.406	18.37	3.501	18.87	3.597
15.88	3.027	16.38	3.122	16.88	3.217	17.38	3.313	17.88	3.408	18.38	3.503	18.88	3.598
15.89	3.029	16.39	3.124	16.89	3.219	17.39	3.314	17.89	3.410	18.39	3.505	18.89	3.600
	7 070	16 40	3.126	16.90	3.221	17.40	3.316	17.90	3.412	18.40	3.507	18.90	3.602
15.90	3.030	16.40	3.128	16.91	3.223	17.41	3.318	17.91	3.414	18.41	3.509	18.91	3.604
15.91	3.032	16.41	3.130	16.92	3.225	17.42	3.320	17.92	3.415	18.42	3.511	18.92	3.606
15.92	3.034	16.42	3.131	16.93	3.227	17.43	3.322	17.93	3.417	18.43	3.513	18.93	3,608
15.93	3.036	16.43	3.133	16.94	3.229	17.44	3.324	17.94	3.419	18.44	3.515	18.94	3.610
15.94	3.038	16.44	0.000	2002								2000	300.00
15.95	3.040	16.45	3.135	16.95	3.231	17.45	3.328		3.421	18.45	3.516	18.95	3.612
15.96	3.042	16.46	3.137	16.96	3.232	17.46	3.328	17.96	3.423	18.46	3.518	18.96	3.614
15.97	3.044	16.47	3.139	16.97	3.234	17.47	3.330		3.425	18.47	3.520	18.97	3.616
15.98	3.046	16.48	3.141	16.98	3.236	17.48	3.332		3.427	18.48	3.522	18.98	3.617
15.99	3.048	16.49	3.143	16.99	3,238	17.49	3.333	17.99	3.429	18.49	3.524	18.99	3.619
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<sup>2/</sup> Rates for higher percentages should be calculated by multiplying the figure representing percentage of sugar content by a factor of .1906.

Rates of Commercially Recoverable Sugar, Raw Value, per Ton of Sugar According to Sugar Content at Time of Delivery to a Processor

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Issued April 12, 1938. SB-112(NCR) U. S. Department of Agriculture Agricultural Adjustment Administration INSTRUCTIONS FOR PREPARATION OF LISTING SHEET 1937 SUGAR BEET PROGRAM AGRICULTA (For Use by County Committees) In preparing SB-109, Listing Sheet, 1937 Sugar Beet Program, all entries must be made in jet black ink in order that such listing sheets may be duplicated in the state office by a mechanical process. Other colors of ink, including blue-black, and penciled entries are not satisfactory for duplicating purposes and must not be used. When completed, SB-109 should be forwarded to the State Committee for varification. When the verified SB-109 is returned by the State Committee, transfer the normal yield for each farm as recorded in column (35) to item 8 (a) of SB-105. The entries on SB-109 shall be rounded to the number of decimal places indicated by the heavy blue lines in the various columns. For example, the entries in columns (5) to (18), inclusive, (32), and (35) shall be rounded to one decimal place, as 00.0; columns (19) to (31), inclusive, and (33) to two decimal places, as 00.00; and column (34) to three decimal places, as 00.000. However, all county averages and normals to be entered in the upper right-hand corner shall be rounded to two decimal places. In all cases involving decimals the results of computation shall be carried to one decimal place beyond the number of decimal places required in the result and rounded back one place to the required number of decimal places. Entries other than computations shall also be rounded to the required number of decimal places. In rounding, digits of five or less shall be dropped, and digits of six or more shall be counted as one and added to the figure in the next decimal place to the left. Enter the names of the state and county and the sheet number in the spaces provided therefor in the upper right-hand corner of each sheet. Sheets shall be numbered consecutively. LISTING OF DATA BY FARMS Columns (1) and (37). Enter consecutively the serial numbers as taken from the Farming Unit Report, SB-105, for all of the farms in the county upon which sugar beets were planted for harvest in 1937. Column (2). This column may be used to designate particular areas within the county, such as townships or territories of sugar company fieldmen. Column (3). Enter the name of the operator as taken from item (1) of SB-105. Column (4). Enter the name, or an abbreviation of the name, of the beet sugar factory as taken from the upper right-hand corner of SB-105. If two factory names appear on SB-105, enter the name, or an abbreviation of the name, of the factory to which the major portion of the sugar beets was delivered. Columns (5), (6), (7), (8), and (9). Enter the number of acres planted to sugar beets on the farm for harvest in the years 1930, 1931, 1932, 1933, and 1934 as taken from Part I, section 1, column 2 or, if corrected, column 4 of Form Sugar 3, Sugar Beet Production Adjustment Contract. If there are no available data from Form Sugar 3, enter any reliable data available from other sources.

Column (10). Enter the number of acres planted to sugar beets on the farm for harvest in 1935 as taken from item 2 of Form Sugar 30, Certificate of Compliance. If there are no data available from Form Sugar 30, enter any reliable data available from other sources.

Column (11). Enter the number of acres planted to sugar beets on the farm for harvest in 1936 as taken from column (5) of SB-106, 1936 Sugar Beet Acreage

and Marketing Report.

Columns (12), (13), (14), and (15). Enter the number of tons of sugar beets produced and delivered from the farm in the years 1930, 1931, 1932, and 1933 as taken from Part I, section 1, column 3, or if corrected, column 5, of Form Sugar 3. If there are no data available from Form Sugar 3, enter any reliable data available from other sources.

Column (16). Enter the number of tons of sugar beets produced and delivered from the farm in the year 1934 as taken from item 1 of Form Sugar 30. If there are no data available from Form Sugar 30, enter any reliable data available

from other sources.

Column (17). Enter the number of tons of sugar beets produced and delivered from the farm in 1935 as taken from item 1 of Form Sugar 40, Certificate of Performance. If there are no data available from Form Sugar 40, enter any reliable data available from other sources.

Column (18). Enter the number of tons of sugar beets produced and de-

livered from the farm in 1936 as taken from column (6) of SB-106.

Columns (19), (20), (21), (22), (23), (24), and (25). Enter the number of tons of sugar beets per planted acre produced and delivered from the farm. These entries shall be derived as follows:

Column (19): (12) divided by (5).
Column (20): (13) divided by (6).
Column (21): (14) divided by (7).
Column (22): (15) divided by (8).
Column (23): (16) divided by (9).
Column (24): (17) divided by (10).
Column (25): (18) divided by (11).

Make no entries in columns (26), (27), (28), (29), (30), and (31) for farms from which sugar beets were contracted to be delivered in 1937 under other than an "individual test contract."

For farms from which sugar beets were contracted to be delivered in 1937 under "individual test contracts," complete columns (26) to (31) as follows:

Column (26) and (27). Enter the percentage of sugar content of the sugar beets produced and delivered from the farm in the years 1934 and 1935, respectively, as taken from SB-108, Report of Sugar Content of Sugar Beets.

Column (28). Enter the percentage of sugar content of the sugar beets produced and delivered from the farm in 1936, as taken from column (7) of SB-106.

Columns (29), (30), and (31). Enter the number of tons of sugar for the years 1934, 1935, and 1936, derived as follows:

Column (29): (16) multiplied by (26). Column (30): (17) multiplied by (27). Column (31): (18) multiplied by (28).

## ESTABLISHING OF COUNTY TOTALS, AVERAGES AND NORMALS

Columns (5) to (18), inclusive. After all individual farm data have been listed, obtain the totals for columns (5) to (18), inclusive, for each sheet.

If the data for all farms in the county are listed on one sheet, the sheet totals will constitute the county totals. If more than one sheet is required, prepare a county summary on the last sheet, if enough space is available, or on a separate sheet if space is not available. The county summary shall be prepared in the following manner: Enter in column (3) the conservative sheet numbers, for example: "Total Sheet #1, Total Sheet #2," etc., and transfer the totals of such sheets to the appropriate columns of the county summary. Add the sheet totals to obtain county totals.

Columns (19) to (25), inclusive. Obtain the weighted county averages of tons of sugar beets produced per acre to be entered in columns (19) to (25), inclusive, on the same line as the county totals. These averages shall be derived as follows:

Column (19): County total of (12) divided by county total of (5).

Column (20): County total of (13) divided by county total of (6).

Column (21): County total of (14) divided by county total of (7).

Column (22): County total of (15) divided by county total of (8).

Column (23): County total of (16) divided by county total of (9).

Column (24): County total of (17) divided by county total of (10).

Column (25): County total of (18) divided by county total of (11).

The weighted average thus obtained for any one of the years 1930-36, inclusive, for which data are listed for ten or more farms in the appropriate column, will be the county average yield for such year. Transfer the county average yields thus obtained to the spaces provided therefor in the upper right-hand corner of each sheet. Do not transfer the average obtained in any column in which data for less than ten farms are listed.

If county averages for three or more of the years 1930-36, inclusive, are so transferred, enter in the space designated "1930-36" in the upper right-hand corner of each sheet, the simple average of all the county average yields transferred, which simple average will be the county normal yield in tons per acre. If county averages for less than three of the years 1930-36, inclusive, are transferred in accordance with the foregoing instructions, the county committee shall request the State Committee to establish such county normal yield. The State Committee shall also be requested to establish a county average yield for each year for which data for at least one farm but less than ten farms are listed.

When the county normal yield, or the county average yield for any year, is furnished by the State Committee, enter such county normal yield or county average

yield in the appropriate space in the upper right-hand corner of each sheet, and encircle such entry.

If entries have been made in columns (26) to (31), inclusive, proceed as follows:

Columns (29), (30), and (31). Obtain sheet totals and county totals for these columns in the manner prescribed for columns (5) to (18), inclusive.

Columns (26), (27), and (28). Obtain the county average percentages of sugar content of sugar beets. These average percentages shall be derived as follows:

Column (26): County total of (29) divided by county total of (16).

Column (27): County total of (30) divided by county total of (17).

Column (28): County total of (31) divided by county total of (18).

The average percentage thus obtained for any one of the years 1934, 1935, or 1936, for which data are listed for ten or more farms in the appropriate column, will be the county average percentage of sugar content of sugar beets for such year. Transfer the county average percentages thus obtained to the spaces provided therefor in the upper right-hand corner of each sheet. Do not transfer the average obtained in any column in which data for less than ten farms are listed.

If county averages for all three years are so transferred, enter in the space designated "1934-36" in the upper right-hand corner of each sheet the simple average of the three county averages transferred, which simple average will be the county normal percentage of sugar content of sugar beets. If county averages for less than three years are transferred in accordance with the foregoing instructions, the county committee shall request the State Committee to establish the county normal percentage of sugar content. The State Committee shall also be requested to establish a county average percentage of sugar content for each year for which data for at least one farm but less than ten farms are listed.

When the county normal percentage of sugar content, or the county average percentage of sugar content for any year, is furnished by the State Committee, enter such county normal percentage or county average percentage in the appropriate space of the upper right-hand corner of each sheet, and encircle such entry.

## ESTABLISHING NORMAL YIELDS FOR FARMS

## Column (32).

- (1) For each farm on which sugar beets were planted for harvest in three or more of the years 1930-36, inclusive, enter in column (32) the simple average of the annual average yields per acre for all of the years 1930-36, inclusive, in which sugar beets were planted for harvest. Obtain the simple average by adding the yields entered in columns (19) to (25), inclusive, and dividing the resulting total by the number of years for which such yields are listed.
- (2) For each farm on which sugar beets were planted for harvest in only one or two of the years 1930-36, inclusive, enter in column (32) the number of tons obtained as follows:

(a) Obtain the simple average of the ennual average yields for the farm for such year or two years;

b) Obtain the simple average of the county average yields for

such year or two years;

(c) Divide the result obtained under (a) by the result

obtained under (b); and

(d) Multiply the county normal yield by the result obtained under (c) (except that if the result obtained under (c) is less than .80, multiply by .80; and if the result obtained under (c) is more than 1.20, multiply by 1.20) and enter the result in column (32).

#### EXAMPLE 1.

Facts: (a) Sugar beets planted for harvest in 1931 and 1935 only.

b) Average yield per acre for the farm, 11.76 tons in 1931 and 12.55 tons in 1935.

(c) County average yield per acre, 10.43 tons in 1931 and 11.40 tons in 1935.

(d) County normal yield, 11.65 tons per acre.

Computation or normal yield per acre:

(a) (11.76 + 12.55) + 2 = 12.15

(b) (10.43 + 11.40) + 2 = 10.91

(c) 12.15 : 10.91 = 1.114

(d) 11.65 x 1.114 = 13.0 (normal yield in tons per acre).

#### EXAMPLE 2.

Facts; (a) Sugar beets planted for hervest in 1934 only.

(b) Average yield per acre for the farm, 6.58 tons in 1934.

(c) County average yield per acre, 10.60 tons in 1934.

(d) County normal yield, 11.15 tons per acre.

Computation of normal yield per acre:

(a) 6.58

(b) 10.60

(c)  $6.58 \div 10.60 = .621$  (less than .80)

(d) 11.15 x .80 = 8.9 (normal yield in tons per acre)

(3) For a farm on which sugar beets were not planted for harvest in any of the years 1930-36, inclusive, enter in column (32) 90% of the county normal yield per acre.

## Column (33).

For farms from which sugar beets were contracted to be marketed in 1937 under any type of agreement other than an "individual test contract," enter in column (33) the district normal percentage of sugar content of sugar beets, as furnished by the State Committee, for the factory named in column (4), except that if stgar beets were contracted in 1937 in only one district, enter the normal percentage of sugar content for such district in the first line of each sheet only.

For farms from which sugar beets were contracted to be marketed in 1937 under "individual test contracts":

- (1) In cases in which sugar beets were marketed in all of the years 1934, 1935, and 1936, enter in column (33) the simple average of the annual average percentages of sugar content for such years. Obtain the simple average by adding the entries in columns (26), (27), and (28) and dividing the resulting total by three.
- (2) In cases in which sugar beets were marketed in only one or two of the years 1934, 1935, and 1936, enter in column (33) the percentage of sugar content obtained as follows:
  - (a) Obtain the simple average of the average percentages of sugar content for the farm for such year or two years:

(b) Obtain the simple average of the county average percentages of sugar content for such year or two years:

(c) Divide the result obtained under (a) by the result ob-

tained under (b); and

(d) Multiply the county normal percentage of sugar content by the result obtained under (c), and enter the result in column (33).

#### EXAMPLE.

Facts: (a) Sugar beets marketed in 1934 and 1935.

(b) Average percentage of sugar content for the farm, 16.17 in 1934 and 16.80 in 1935.

(c) County average sugar content of sugar beets, 16.50 in 1934 and 15.94 in 1935.

(d) County normal percentage of sugar content, 16.42.

Computation of normal percentage of sugar content:

(a) (16.17 + 16.80) + 2 = 16.48

(b)  $(16.50 + 15.94) \div 2 = 16.22$ 

(c) 16.48 ÷ 16.22 = 1.016

(d) 16.42 x 1.016 = 16.63 (normal percentage of sugar content)

(3) In cases in which sugar beets were not marketed in any of the three years 1934, 1935, and 1936, enter the county normal percentage of sugar content. Column (34).

For farms from which sugar beets were contracted to be marketed in 1937 under any type of agreement other than "individual test contracts," enter the rate of commercially recoverable sugar per ton of sugar beets, obtained by multiplying the percentage in column (33) by .194, except that if sugar beets were contracted in 1937 in only one district, enter such result on the first line of each sheet

For each farm from which sugar beets were contracted to be marketed in 1937 under an "individual test contract," enter the rate of commercially recoverable sugar per ton of sugar beets which, according to SB-111, is the rate of commercially recoverable sugar from sugar beets of the sugar content shown in column (33).

Column (35). Enter the normal yield of commercially recoverable sugar per acre obtained by multiplying the entry in column (32) by the entry in column (34).

SB-112(WR)
U. S. Department of Agriculture
Agricultural Adjustment Administration

Issued April 12, 1938.

INSTRUCTIONS FOR PREPARATION OF LISTING SHEET, SB-109

BUREAU OF

AGRICULTURAL ECONOMICS

(For Use by County Committees)

In preparing SB-109, Listing Sheet, 1937 Sugar Beet Program, all entries shall be made in pencil and checked by some person other than the one who makes the entries. When completed it shall be forwarded to the State committee. When the State committee has verified all entries, the figures in column (35) shall be inked in with indelible ink and the sheet will be initialed by the State committee. The State office will then transfer the entry for each farm in column (35) to an audit listing sheet to be prepared in the State office. SB-109 will then be returned to the county committee. Upon receipt of the approved listing sheet, the normal yield for each farm as recorded in column (35) shall be transferred to item 8(a) of SB-105.

The entries on SB-109 shall be rounded to the number of decimal places indicated by the heavy blue lines in the various columns. For example, the entries in columns (5) to (18), inclusive, (32), and (35) shall be rounded to one decimal place, as 00.0; columns (19) to (31), inclusive, and (33) to two decimal places, as 00.00; and column (34) to three decimal places, as 00.000. However, all county averages and normals to be entered in the upper right-hand corner shall be rounded to two decimal places.

In all cases involving decimals the results of computation shall be carried to one decimal place beyond the number of decimal places required in the result and rounded back one place to the required number of decimal places. Entries other than computations shall also be rounded to the required number of decimal places. In rounding, digits of five or less shall be dropped, and digits or six or more shall be counted as one and added to the figure in the next decimal place to the left.

Enter the names of the state and county and the sheet number in the spaces provided therefor in the upper right-hand corner of each sheet. Sheets shall be numbered consecutively.

## LISTING OF DATA BY FARMS

Columns (1) and (37). Enter consecutively the serial numbers as taken from the Farming Unit Report, SB-105, for all of the farms in the county upon which sugar beets were planted for harvest in 1937.

Column (2). This column may be used to designate particular areas within

the county, such as townships or territories of sugar company fieldmen.

Column (3). Enter the name of the operator as taken from item (1) of SB-105.

Column (4). Enter the name, or an abbreviation of the name, of the beet sugar factory as taken from the upper right-hand corner of SB-105. If two factory names appear on SB-105, enter the name, or an abbreviation of the name, of the factory to which the major portion of the sugar beets was delivered.

the factory to which the major portion of the sugar beets was delivered.

Columns (5), (6), (7), (8), and (9). Enter the number of acres planted to sugar beets on the farm for harvest in the years 1930, 1931, 1932, 1933, and 1934 as taken from Part I, section 1, column 2 or, if corrected, column 4 of Form Sugar 3, Sugar Beet Production Adjustment Contract. If there are no available data from Form Sugar 3, enter any reliable data available from other sources.

Column (16). Enter the number of acres planted to sugar beets on the farm for harvest in 1935 as taken from item 2 of Form Sugar 30, Certificate of Compliance. If there are no data available from Form Sugar 30, enter any reliable data available from other sources.

Column (11). Enter the number of acres planted to sugar beets on the farm for harvest in 1936 as taken from column (5) of SB-106, 1936 Sugar Beet Acreage

and Marketing Report.

Columns (12), (13), (14), and (15). Enter the number of tons of sugar beets produced and delivered from the farm in the years 1930, 1931, 1932, and 1933 as taken from Part I, section 1, column 3, or if corrected, column 5, of Form Sugar 3. If there are no data available from Form Sugar 3, enter any reliable data available from other sources.

Column (16). Enter the number of tons of sugar beets produced and delivered from the farm in the year 1934 as taken from item 1 of Form Sugar 30. If there are no data available from Form Sugar 30, enter any reliable data available

from other sources.

Column (17). Enter the number of tons of sugar beets produced and delivered from the farm in 1935 as taken from item 1 of Form Sugar 40, Certificate of Performance. If there are no data available from Form Sugar 40, enter any reliable data available from other sources.

Column (18). Enter the number of tons of sugar beets produced and de-

livered from the farm in 1936 as taken from column (6) of SB-106.

Columns (19), (20), (21), (22), (23), (24), and (25). Enter the number of tons of sugar beets per planted acre produced and delivered from the farm. These entries shall be derived as follows:

Column (19): (12) divided by (5).

Column (20): (13) divided by (6).

Column (21): (14) divided by (7).

Column (22): (15) divided by (8).

Column (23): (16) divided by (9).

Column (24): (17) divided by (10).

Column (25): (18) divided by (11).

Make no entries in columns (26), (27), (28), (29), (30), and (31) for farms from which sugar beets were contracted to be delivered in 1937 under other than an "individual test contract."

For forms from which sugar beets were contracted to be delivered in 1937 under "individial test contracts," complete columns (26) to (31) as follows:

Column (25) and (27). Enter the percentage of sugar content of the sugar beets produced and delivered from the farm in the years 1934 and 1935, respectively, as taken from SB-108, Report of Sugar Content of Sugar Beets.

Column (28). Enter the percentage of sugar content of the sugar beets produced and delivered from the farm in 1936, as taken from column (7) of SB-106.

Columns (29), (30), and (31). Enter the number of tons of sugar for the years 1934, 1935, and 1936, derived as follows:

Column (29): (16) multiplied by (26). Column (30): (17) multiplied by (27). Column (31): (18) multiplied by (28).

## ESTABLISHING OF COUNTY TOTALS, AVERAGES AND NORMALS

Columns (5) to (18), inclusive. After all individual farm data have been listed, obtain the totals for columns (5) to (18), inclusive, for each sheet.

If the data for all farms in the county are listed on one sheet, the sheet totals will constitute the county totals. If more than one sheet is required, prepare a county summary on the last sheet, if enough space is available, or on a separate sheet if space is not available. The county summary shall be prepared in the following namer: Enter in solumn (3) the conservative sheet numbers, for example: "Total Sheet #1, Total Sheet #2," elc., and transfer the totals of such sheets to the appropriate columns of the county summary. Add the sheet totals to obtain county totals.

Columns (19) to (25), inclusive. Obtain the weighted county averages of tons of sugar beets produced per acre to be entered in columns (19) to (25), inclusive, on the same line as the county totals. These averages shall be derived as follows:

Column (19): County total of (12) divided by county total of (5). Column (20): County total of (13) divided by county total of (6). Column (21): County total of (14) divided by county total of (7). Column (22): County total of (15) divided by county total of (8). Column (23): County total of (16) divided by county total of (9). Column (24): County total of (17) divided by county total of (10). Column (25): County total of (18) divided by county total of (11).

The weighted average thus obtained for any one of the years 1930-36, inclusive, for which data are listed for ten or more farms in the appropriate column, will be the county average yield for such year. Transfer the county average yields thus obtained to the spaces provided therefor in the upper right-hand corner of each sheet. Do not transfer the average obtained in any column in which data for less than ten farms are listed.

If county averages for three or more of the years 1930-35, inclusive, are so transferred, enter in the space designate. "1930-36" in the upper right-hand corner of each sheet, the simple average of all the county average yields transferred, which simple average will be the county average yield in tons per acre. If county averages for less than three of the years 1930-36, inclusive, are transferred in accordance with the foregoing instructions, the county committee shall request the State Committee to establish such county normal yield. The State Committee shall also be requested to establish a county average yield for each year for which data for at least one farm but less than ten farms are listed.

When the county normal yield, or the county average yield for any year, is furnished by the State Committee, enter such county normal yield or county average

yield in the appropriate space in the upper right-hand corner of each sheet, and encircle such entry.

If entries have been made in columns (26) to (31), inclusive, proceed as follows:

Columns (29), (30), and (31). Obtain sheet totals and county totals for these columns in the manner prescribed for columns (5) to (18), inclusive.

Columns (26), (27), and (28). Obtain the county average percentages of sugar content of sugar beets. These average percentages shall be derived as follows:

Column (26): County total of (29) divided by county total of (16).

Column (27): County total of (30) divided by county total of (17).

Column (28): County total of (31) divided by county total of (18).

The average percentage thus obtained for any one of the years 1934, 1935, or 1936, for which data are listed for ten or more farms in the appropriate column, will be the county average percentage of sugar content of sugar beets for such year. Transfer the county average percentages thus obtained to the spaces provided therefor in the upper right-hand corner of each sheet. Do not transfer the average obtained in any column in which data for loss than ten farms are listed.

If county averages for all three years are so transferred, enter in the space designated "1934-36" in the upper right-hand corner of each sheet the simple average of the three county averages transferred, which simple average will be the county normal percentage of sugar content of sugar beets. If county averages for less than three years are transferred in accordance with the foregoing instructions, the county committee shall request the State Committee to establish the county normal percentage of sugar content. The State Committee shall also be requested to establish a county average percentage of sugar content for each year for which data for at least one farm but less than ten farms are listed.

When the county normal percentage of sugar content, or the county average percentage of sugar content for any year, is furnished by the State Committee, enter such county normal percentage or county average percentage in the appropriate space of the upper right-hand corner of each sheet, and encircle such entry.

## ESTABLISHING NORMAL YIELDS FOR FARMS

## Column (32).

- (1) For each farm on which sugar beets were planted for harvest in three or more of the years 1930-36, inclusive, enter in column (32) the simple average of the annual average yields per acre for all of the years 1930-36, inclusive, in which sugar beets were planted for harvest. Obtain the simple average by adding the yields entered in columns (19) to (25), inclusive, and dividing the resulting total by the number of years for which such yields are listed.
- (2) For each farm on which sugar beets were planted for harvest in only one or two of the years 1930-36, inclusive, enter in column (32) the number of tons obtained as follows:

(a) Obtain the simple average of the annual average yields for the farm for such year or two years;

(b) Obtain the simple average of the county average yields for

such year or two years:

(c) Divide the result obtained under (a) by the result obtained under (b): and

(d) Multiply the county normal yield by the result obtained under (c) (except that if the result obtained under (c) is less than .80, multiply by .80; and if the result obtained under (c) is more than 1.20, multiply by 1.20) and enter the result in column (32).

#### EXAMPLE 1.

- Facts: (a) Sugar beets planted for harvest in 1931 and 1935 only.
  - (b) Average yield per acre for the farm, 11.76 tons in 1931 and 12.55 tons in 1935.
  - (c) County average yield per acre, 10.43 tons in 1931 and 11.40 tons in 1935.
  - (d) County normal yield, 11.65 tons per acre.

Computation or normal yield per acre:

- (a)  $(11.76 + 12.55) \div 2 = 13.15$
- (b) (10.43 + 11.40) + 2 = 10.91
- (c) 12.15 + 10.91 = 1.114
- (a)  $11.65 \times 1.114 = 13.0$  (normal yield in tons per acre).

#### EXAMPLE 2.

- Facts: (a) Sugar beets planted for harvest in 1934 only.
  - (b) Average yield per acre for the farm, 6.58 tons in 1934.
  - (c) County average yield per acre, 10.60 tons in 1934.
  - (d) County normal yield, 11.15 tons per acre.

Computation of normal yield per acre:

- (a) 6.58
- (b) 10.60
- (c)  $6.58 \div 10.60 = .621$  (less than .80)
- (d)  $11.15 \times .80 = 8.9$  (normal yield in tons per acre)
- (3) For a farm on which sugar beets were not planted for harvest in any of the years 1930-36, inclusive, enter in column (32) 90% of the county normal yield per acre.

## Column (33).

For farms from which sugar beets were contracted to be marketed in 1937 under any type of agreement other than an "individual test contract," enter in column (33) the district normal percentage of sugar content of sugar beets, as furnished by the State Committee, for the factory named in column (4), except that if sugar beets were contracted in 1937 in only one district, enter the normal percentage of sugar content for such district in the first line of each sheet only.

For farms from which sugar beets were contracted to be marketed in 1937 under "individual test contracts":

- (1) In cases in which sugar beets were marketed in all of the years 1934, 1935, and 1936, enter in column (33) the simple average of the annual average percentages of sugar content for such years. Obtain the simple average by adding the entries in columns (26), (27), and (28) and dividing the resulting total by three.
- (2) In cases in which sugar beets were marketed in only one or two of the years 1934, 1935, and 1936, enter in column (33) the percentage of sugar content obtained as follows:
  - (a) Obtain the simple average of the average percentages of sugar content for the farr for such year or two years:

(b) Obtain the simple average of the county average percentages of sugar content for such year or two years:

(c) Divide the result obtained under (a) by the result ob-

tained under (b); and

(d) Multiply the county normal percentage of sugar content by the result obtained under (c), and enter the result in column (33).

#### EXAMPLE.

Facts: (a) Sugar beets marketed in 1934 and 1935.

(b) Average percentage of sugar content for the farm, 16.17 in 1934 and 16.80 in 1935.

(c) County average sugar content of sugar beets, 16.50 in 1934 and 15.94 in 1935.

(d) County normal percentage of sugar content, 16.42.

Computation of normal percentage of sugar content:

(a) (16.17 + 16.80) + 2 = 16.48

(b)  $(16.50 + 15.94) \div 2 = 16.22$ 

(c) 16.48 ÷ 16.22 = 1.016

(d): 16.42 x 1.016 = 16.58 (normal percentage of sugar content)

(3) In cases in which sugar beets were not marketed in any of the three years 1934, 1935, and 1936, enter the county normal percentage of sugar content. Column (34).

For farms from which sugar beets were contracted to be marketed in 1937 under any type of agreement other than "individual test contracts," enter the rate of commercially recoverable sugar per ton of sugar beets, obtained by multiplying the percentage in column (33) by .194, except that if sugar beets were contracted in 1937 in only one district, enter such result on the first line of each sheet only.

For each farm from which sugar beets were contracted to be marketed in 1937 under an "individual test contract," enter the rate of commercially recoverable sugar per ton of sugar beets which, according to SB-111, is the rate of commercially recoverable sugar from sugar beets of the sugar content shown in column (33).

Column (35). Enter the normal yield of commercially recoverable sugar per acre obtained by multiplying the entry in column (32) by the entry in column (34).

U. S. Department of Agriculture Agricultural Adjustment Administration

Issued May 4, 1938.

INSTRUCTIONS FOR ESTABLISHING COUNTY AVERAGES AND NORMALS ...AND FOR CHECKING LISTING SHEETS-1937 SUGAR BEET PROGRAM

(For Use by State Committees)

INSTRUCTIONS FOR ESTABLISHING COUNTY AVERAGES AND NORMALS

In the determination entitled "Determination of Normal Yields of Commercially Recoverable Sugar per Acre for Sugar Beets-1937 Sugar Beet Program," approved April 12, 1938, it is provided that: (1) for any of the years 1930 to 1936, inclusive, in which sugar beets were planted for harvest on less than 10 of the farms in a county on which sugar beets were planted for harvest in 1937, the county average yield in tons of sugar beets per acre shall be established by the State committee; and (2) for any county in which sugar beets were planted for harvest in less than three of the years 1930 to 1936, inclusive, on 10 or more of the farms on which sugar beets were planted for harvest in 1937, the county normal yield in tons of sugar beets per acre shall be established by the State committee.

It is also provided in such determination, in connection with counties in which sugar beets were contracted to be marketed in 1937 under "individual test contracts," that: (1) for any of the years 1934, 1935, and 1936 in which sugar beets were so marketed from less than 10 of the farms in a county on which sugar beets were planted for harvest in 1937, the county average percentage of sugar content shall be established by the State committee; and (2) for any county in which sugar beets were not so marketed in all three of the years 1934, 1935, and 1936 from 10 or more of the farms on which sugar beets were planted for harvest in 1937, the county normal percentage of sugar content shall be established by the State committee.

In establishing a county average yield in tons of sugar beets per acre for any one of the years 1930-36, inclusive, in which sugar beets were planted for harvest on less than 10 of the farms on which sugar beets were planted for harvest in 1937, the State committee shall base such county average yield on:

(1) the yield per acre for such year on the farms in the county which grew sugar beets in 1937; (2) the yield per acre for such year on farms in the county which did not grow sugar beets in 1937; and (3) the yield per acre for such year on farms in adjacent or nearby counties which have similar sugar beet production conditions.

In establishing the county normal yield in tons of sugar beets per acre for a county in which sugar beets were planted for harvest in less than three of the years 1930 to 1936, inclusive, on 10 or more of the farms on which sugar beets were planted for harvest in 1937, the State committee shall base such county normal yield on: (1) the county average yields per acre, if any, which

have been determined on the basis of the instructions in SB-112; (2) the county average yields established by the State committee in accordance with the foregoing paragraph; and (3) the county average yields and county normal yields in adjacent or nearby counties which have similar sugar beet production conditions.

In establishing a county average percentage of sugar content (in connection with a county in which sugar beets were contracted to be marketed under "individual test contracts" in 1937) for any one of the years 1934, 1935, and 1936, in which sugar beets were marketed under "individual test contracts" from less than 10 of the farms in the county in which sugar beets were planted for harvest in 1937, the State committee shall base such county average percentage of sugar content on: (1) the percentage of sugar content, at the time of delivery to a processor, of the sugar beets marketed in such year from farms in the county which grew sugar beets in 1937; (2) the percentage of sugar content, at the time of delivery to a processor, of the sugar beets marketed in such year from farms in the county which did not grow sugar beets in 1937; and (3) the percentage of sugar content, at the time of delivery to a processor, of the sugar beets marketed in such year from farms in adjacent or nearby counties.

In establishing a county normal percentage of sugar content (in connection with a county in which sugar beets were contracted to be marketed under "individual test contracts" in 1937), in cases in which sugar beets were not marketed under "individual test contracts" in all three of the years 1934, 1935, and 1936 from 10 or more of the farms in the county on which sugar beets were planted for harvest in 1937, the State committee shall base such county normal percentage of sugar content on: (1) the average percentage of sugar content determined for any of the years 1934, 1935, or 1936 in accordance with the instructions in SB-112; (2) the average percentage of sugar content established by the State committee for any of the years 1934, 1935, or 1936 in accordance with the foregoing paragraph; and (3) the percentage of sugar content of the sugar beets marketed in the years 1934, 1935, and 1936 from farms in adjacent or nearby counties.

When it is necessary for the State committee to establish a county average yield, county normal yield, county average percentage of sugar content, or county normal percentage of sugar content, the county committee should be requested to furnish all available data needed by the State committee in establishing such yields and percentages in accordance with the foregoing instructions.

For counties in which all of the sugar beets were contracted to be marketed in 1937 under other than "individual test contracts," it will not be necessary for the State committee to establish county average or county normal percentages of sugar content. In such cases, the district normal percentages of sugar content which have been supplied by the Agricultural Adjustment Administration will be used.

## INSTRUCTIONS FOR CHECKING SB-109

When SB-109 is received in the State office from any county, all computations on such SB-109 shall be checked as set forth herein. If errors are detected, such errors shall be corrected with black ink. When completely checked, SB-109 shall be duplicated by the Ozalid process. Then the entries on the duplicate relating to normal yields shall be carefully checked for legibility. After this has been done, the original SB-109 shall be returned to the county office and the duplicate copy filed in the State office.

In checking SB-109, determine that all entries have been rounded to the number of decimal places indicated by the heavy blue lines in the various columns and that decimals have been rounded in the manner set forth in SB-112.

## Instructions for Checking Individual Farm Data.

Columns (1) to (18), inclusive. The data listed in columns (1) to (18), inclusive, involve no computations and need not be checked.

Columns (19) to (25), inclusive. Check the entries in these columns as follows:

Column (19): (12) divided by (5).
Column (20): (13) divided by (6).
Column (21): (14) divided by (7).
Column (22): (15) divided by (8).
Column (23): (16) divided by (9).
Column (24): (17) divided by (10).
Column (25): (18) divided by (11).

Columns (26) to (31), inclusive. Determine that no entries have been made in these columns for farms from which sugar beets were contracted to be marketed in 1937 under other than "individual test contracts." For farms from which sugar beets were contracted to be marketed in 1937 under "individual test contracts," proceed as follows:

Columns (26), (27), and (28) involve no computations and need not be checked.

Columns (29), (30), and (31). Check the entries in these columns as follows:

Column (29): (16) multiplied by (26). Column (30): (17) multiplied by (27). Column (31): (18) multiplied by (28).

## Instructions for Checking County Totals, Averages, and Normals.

Columns (5) to (18), inclusive. Verify sheet totals and county totals for these columns by adding the entries in the respective columns.

Columns (19) to (25), inclusive. Verify the county averages for these columns as follows:

Column (19): County total of (12) divided by county total of (5).

Column (20): County total of (13) divided by county total of (6).

Column (21): County total of (14) divided by county total of (7).

Column (22): County total of (15) divided by county total of (8).

Column (23): County total of (16) divided by county total of (9).

Column (24): County total of (17) divided by county total of (10).

Column (25): County total of (18) divided by county total of (11).

Columns (29), (30), and (31). If entries have been made in columns (26) to (31), inclusive, verify sheet totals and county totals for columns (29), (30), and (31) by adding the entries in the respective columns.

Columns (26), (27), and (28). Verify county averages for these columns as follows:

Column (26): County total of (29) divided by county total of (16). Column (27): County total of (30) divided by county total of (17). Column (28): County total of (31) divided by county total of (18).

For each of columns (19) to (25), inclusive, in which data for at least 10 farms appear, determine that the correct county average yield for the year indicated in the appropriate column heading has been transferred to the appropriate space in the upper right-hand corner of each sheet of SB-109 opposite the words "tons of sugar beets per acre." If data for one or more farms but less than 10 farms appear in one of columns (19) to (25), inclusive, determine that the entry in the appropriate space in the upper right-hand corner of each sheet opposite the words "tons of sugar beets per acre" is the county average yield established for the appropriate year by the State committee and that such entry has been encircled. An entry must appear in the upper right-hand corner of each sheet opposite the words "tons of sugar beets per acre" for each year for which data appear in columns (19) to (25), inclusive.

If county average yields have been transferred from columns (19) to (25), inclusive, to the upper right-hand corner for three or more of the years 1930 to 1936, inclusive, determine that the entry in the upper right-hand corner of each sheet in the space designated "1930-36" is the simple average of the county average yields transferred; that is, the simple average of the entries not encircled. If county average yields for less than three of the years 1930 to 1936, inclusive, have been transferred from columns (19) to (25), inclusive, to the upper right-hand corner, determine that the entry in the upper right-hand corner of each sheet in the space designated "1930-36" is the county normal yield established by the State committee and that such entry has been encircled.

For each of columns (26), (27), and (28) in which data for at least 10 farms are listed, determine that the correct county average percentage of sugar content for the year indicated in the appropriate column heading has been transferred to the appropriate space in the upper right-hand corner of each sheet opposite the words "sugar content of sugar beets." If data for one or more farms but less than 10 farms appear in one of columns (26), (27), and (28), determine that the entry in the appropriate space in the upper right-hand corner of each sheet opposite the words "sugar content of sugar beets" is the county average percentage of sugar content established by the State committee for the appropriate year and that such entry has been encircled. An entry must appear in the upper right-hand corner of each sheet opposite the words "sugar content of sugar beets" for each year for which data appear in columns (26), (27), and (28).

If county average percentages of sugar content for all three of the years 1934, 1935, and 1936 have been transferred from columns (26), (27), and (28) to the upper right-hand corner, determine that the entry in the space designated "1934-36" is the simple average of the county average percentages transferred. If county average percentages for only one or two of the years 1934, 1935, and 1936 have been transferred from columns (26), (27), and (28) to the upper right-hand corner, determine that the entry in the upper right-hand corner of each sheet in the space designated "1934-36" is the county normal percentage of sugar content established by the State committee and that such entry has been encircled.

## Instructions for Checking Normal Yields Per Acre for Individual Farms.

Column (32). Check entries in this column as follows:

- 1. For each farm for which data appear in three or more of columns (19) to (25), inclusive, determine that the entry in column (32) is the simple average of the entries in such columns. To obtain such simple average, divide the total of all of the entries in columns (19) to (25), inclusive, by the number of such columns in which data for the farm appear.
- 2. For each farm for which data appear in only one or two of columns (19) to (25), inclusive, determine that the entry in column (32) is equal to the result obtained as follows:
  - (a) Obtain the simple average of the data in such one or two of columns (19) to (25), inclusive.
  - (b) Obtain the simple average of the county average yields per acre shown in the upper right-hand corner for the same year or two years.
  - (c) Divide the result obtained under (a) by the result obtained under (b). (Round to three decimal places.)

- (d) Multiply the county normal yield per acre shown in the upper right-hand corner by the result obtained under (c) (except that if the result obtained under (c) is less than .80, multiply by .80; and if the result obtained under (c) is more than 1.20, multiply by 1.20).
- 3. For each farm for which no data appear in any of columns (19) to (25), inclusive, determine that the entry in column (32) is 90 percent of the county normal yield per acre shown in the upper right-hand corner.
- Column (33). For farms from which sugar beets were contracted to be marketed in 1937 under other than "individual test contracts," determine that the entry in column (33) is the normal percentage of sugar content of sugar beets furnished by the Agricultural Adjustment Administration for the factory named in column (4). If, in such cases, the sugar beets from all of the farms in the county were contracted to be marketed in 1937 to one factory or to factories having the same normal percentage of sugar content, the normal percentage of sugar content of sugar beets need appear in column (33) on the first line of each sheet only.

For farms from which sugar beets were contracted to be marketed in 1937 under "individual test contracts," check entries in column (33) as follows:

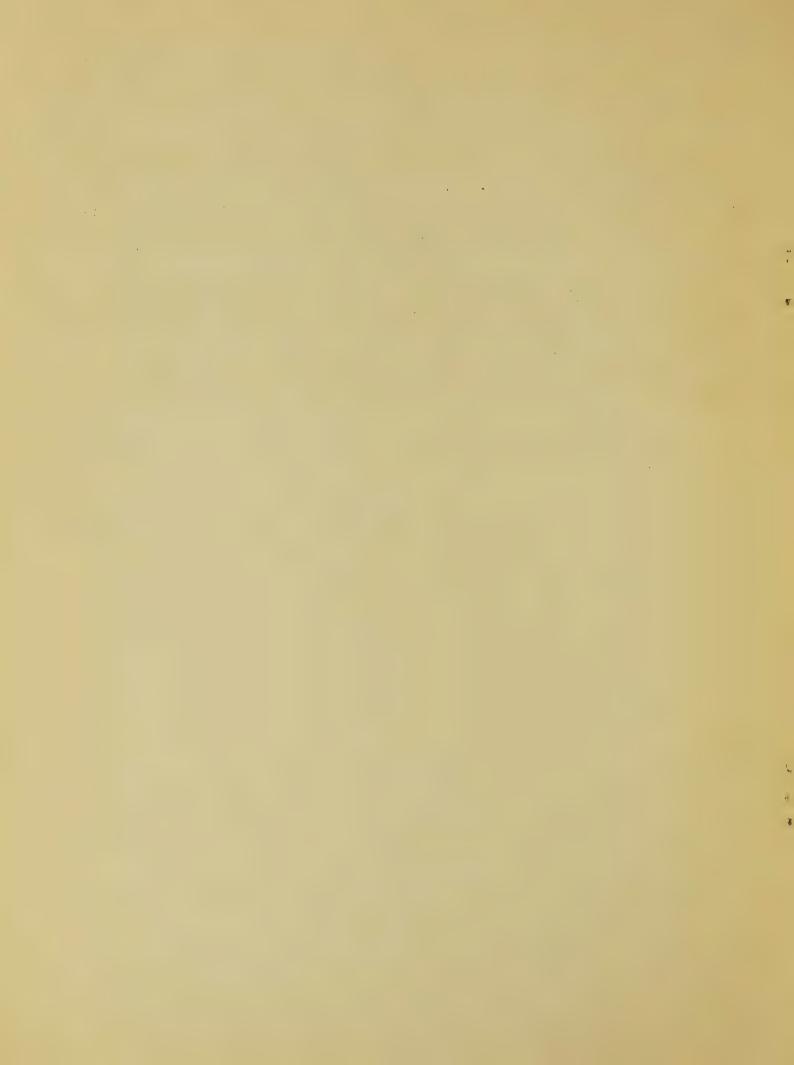
- 1. For each farm for which data appear in all three of columns (26), (27), and (28), determine that the entry in column (33) is the simple average of the entries in columns (26), (27), and (28).
- 2. For each farm for which data appear in only one or two of columns (26), (27), and (28), determine that the entry in column (33) is equal to the result obtained as follows:
  - (a) Obtain the simple average of the data in such one or two of columns (26), (27), and (28).
  - (b) Obtain the simple average of the county average percentages of sugar content shown in the upper righthand corner for the same year or two years.
  - (c) Divide the result obtained under (a) by the result obtained under (b), (Round to three decimal places.)
  - (d) Multiply the county normal percentage of sugar content shown in the upper right-hand corner by the result obtained under (c).
- 3. For each farm on which no sugar beets were grown in any of the years 1934, 1935, and 1936, determine that the entry in column (33) is the same

as the county normal percentage of sugar content shown in the upper right-hand corner.

Column (34). For farms from which sugar beets were contracted to be marketed in 1937 under other than "individual test contracts," determine that the entry in column (34) is equal to the result obtained by multiplying the percentage in column (33) by .194. If, in such cases, the sugar beets from all of the farms in the county were contracted to be marketed in 1937 to one factory or to factories having the same normal percentage of sugar content, an entry need appear in column (34) on the first line of each sheet only.

For each farm from which sugar beets were contracted to be marketed in 1937 under an "individual test contract," determine that the entry in column (34) is the rate of commercially recoverable sugar per ton of sugar beets shown on SB-111 for the percentage of sugar content which appears in column (33).

Column (35). Determine that the entry in this column is equal to the result obtained by multiplying the entry in column (32) by the entry in column (34).



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U. S. Department of Agriculture
Agricultural Adjustment Administration

HECEIVE Issued May 2, 1938.

DIN 2 1938 A

U. S. Department of Agriculture

INSTRUCTIONS FOR ESTABLISHING COUNTY AVERAGES AND NORMALS AND FOR CHECKING LISTING SHEETS-1937 SUGAR BEET PROGRAM

(For Use by State Committees)

### INSTRUCTIONS FOR ESTABLISHING COUNTY AVERAGES AND NORMALS

In the determination entitled "Determination of Normal Yields of Commercially Recoverable Sugar per Acre for Sugar Beets—1937 Sugar Beet Program," approved April 12, 1938, it is provided that: (1) for any of the years 1930 to 1936, inclusive, in which sugar beets were planted for harvest on less than 10 of the farms in a county on which sugar beets were planted for harvest in 1937, the county average yield in tons of sugar beets per acre shall be established by the State committee; and (2) for any county in which sugar beets were planted for harvest in less than three of the years 1930 to 1936, inclusive, on 10 or more of the farms on which sugar beets were planted for harvest in 1937, the county normal yield in tons of sugar beets per acre shall be established by the State committee.

It is also provided in such determination, in connection with counties in which sugar beets were contracted to be marketed in 1937 under "individual test contracts," that: (1) for any of the years 1934, 1935, and 1936 in which sugar beets were so marketed from less than 10 of the farms in a county on which sugar beets were planted for harvest in 1937, the county average percentage of sugar content shall be established by the State committee; and (2) for any county in which sugar beets were not so marketed in all three of the years 1934, 1935, and 1936 from 10 or more of the farms on which sugar beets were planted for harvest in 1937, the county normal percentage of sugar content shall be established by the State committee.

In establishing a county average yield in tons of sugar beets per acre for any one of the years 1930-36, inclusive, in which sugar beets were planted for harvest on less than 10 of the farms on which sugar beets were planted for harvest in 1937, the State committee shall base such county average yield on; (1) the yield per acre for such year on the farms in the county which grew sugar beets in 1937; (2) the yield per acre for such year on farms in the county which did not grow sugar beets in 1937; and (3) the yield per acre for such year on farms in adjacent or nearby counties which have similar sugar beet production conditions.

In establishing the county normal yield in tons of sugar beets per acre for a county in which sugar beets were planted for harvest in less than three of the years 1930 to 1936, inclusive, on 10 or more of the farms on which sugar beets were planted for harvest in 1937, the State committee shall base such county normal yield on: (1) the county average yields per acre, if any, which

have been determined on the basis of the instructions in SB-112; (2) the county average yields established by the State committee in accordance with the foregoing paragraph; and (3) the county average yields and county normal yields in adjacent or nearby counties which have similar sugar beet production conditions.

In establishing a county average percentage of sugar content (in connection with a county in which sugar beets were contracted to be marketed under "individual test contracts" in 1937) for any one of the years 1934, 1935, and 1936, in which sugar beets were marketed under "individual test contracts" from less than 10 of the farms in the county in which sugar beets were planted for harvest in 1937, the State committee shall base such county average percentage of sugar content on: (1) the percentage of sugar content, at the time of delivery to a processor, of the sugar beets marketed in such year from farms in the county which grew sugar beets in 1937; (2) the percentage of sugar content, at the time of delivery to a processor, of the sugar beets marketed in such year from farms in the county which did not grow sugar beets in 1937; and (3) the percentage of sugar content, at the time of delivery to a processor, of the sugar beets marketed in such year from farms in adjacent or nearby counties.

In establishing a county normal percentage of sugar content (in connection with a county in which sugar beets were contracted to be marketed under "individual test contracts" in 1937), in cases in which sugar beets were not marketed under "individual test contracts" in all three of the years 1934, 1935, and 1936 from 10 or more of the farms in the county on which sugar beets were planted for harvest in 1937, the State committee shall base such county normal percentage of sugar content on: (1) the average percentage of sugar content determined for any of the years 1934, 1935, or 1936 in accordance with the instructions in SB-112; (2) the average percentage of sugar content established by the State committee for any of the years 1934, 1935, or 1936 in accordance with the foregoing paragraph; and (3) the percentage of sugar content of the sugar beets marketed in the years 1934, 1935, and 1936 from farms in adjacent or nearby counties.

When it is necessary for the State committee to establish a county average yield, county normal yield, county average percentage of sugar content, or county normal percentage of sugar content, the county committee should be requested to furnish all available data needed by the State committee in establishing such yields and percentages in accordance with the foregoing instructions.

For counties in which all of the sugar beets were contracted to be marketed in 1937 under other than "individual test contracts," it will not be necessary for the State committee to establish county average or county normal percentages of sugar content. In such cases, the district normal percentages of sugar content which have been supplied by the Agricultural Adjustment Administration will be used.

## INSTRUCTIONS FOR CHECKING SB-109

When SB-109 is received in the State office from any county, all computations on such SB-109 shall be checked as set forth herein. If an error is detected, such error shall be deleted by drawing a single line through it and the correct entry shall be inserted immediately above the incorrect entry. When the State committee has verified all entries, the figures in column (35) shall be inked in with indelible ink and the sheet initialed by the State committee. The State office will then transfer the entry in column (35) for each farm to an audit listing sheet to be prepared in the State office, which also has the name and address of the operator and the serial number of the Farming Unit Report transferred from SB-109. The original SB-109 shall then be returned to the county committee, together with instructions to file it in such a manner that it will be kept in good condition for photostating at a later date.

In checking SB-109, determine that all entries have been rounded to the number of decimal places indicated by the heavy blue lines in the various columns and that decimals have been rounded in the manner set forth in SB-112.

## Instructions for Checking Individual Farm Data.

Columns (1) to (18), inclusive. The data listed in columns (1) to (18), inclusive, involve no computations and need not be checked.

Columns (19) to (25), inclusive. Check the entries in these columns as follows:

Column (19): (12) divided by (5).
Column (20): (13) divided by (6).
Column (21): (14) divided by (7).
Column (22): (15) divided by (8).
Column (23): (16) divided by (9).
Column (24): (17) divided by (10).
Column (25): (18) divided by (11).

Columns (26) to (31), inclusive. Determine that no entries have been made in these columns for farms from which sugar beets were contracted to be marketed in 1937 under other than "individual test contracts." For farms from which sugar beets were contracted to be marketed in 1937 under "individual test contracts," proceed as follows:

Columns (26), (27), and (28) involve no computations and need not be checked.

Columns (29), (30), and (31). Check the entries in these columns as follows:

Column (29): (16) multiplied by (26). Column (30): (17) multiplied by (27). Column (31): (18) multiplied by (28).

#### Instructions for Checking County Totals; Averages, and Normals.

Columns (5) to (18), inclusive. Verify sheet totals and county totals for these columns by adding the entries in the respective columns.

Columns (19) to (25), inclusive. Verify the county averages for these columns as follows:

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Column (19): County total of (12) divided by county total of (5).

Column (20): County total of (13) divided by county total of (6).

Column (21): County total of (14) divided by county total of (7).

Column (22): County total of (15) divided by county total of (8).

Column (23): County total of (16) divided by county total of (9).

Column (24): County total of (17) divided by county total of (10).

Column (25): County total of (18) divided by county total of (11).
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Columns (29), (30), and (31). If entries have been made in columns (26) to (31), inclusive, verify sheet totals and county totals for columns (29), (30), and (31) by adding the entries in the respective columns.

Columns (26), (27), and (28). Verify county averages for these columns as follows:

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Column (26): County total of (29) divided by county total of (16). Column (27): County total of (30) divided by county total of (17). Column (28): County total of (31) divided by county total of (18).
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For each of columns (19) to (25), inclusive, in which data for at least 10 farms appear, determine that the correct county average yield for the year indicated in the appropriate column heading has been transferred to the appropriate space in the upper right-hand corner of each sheet of SB-109 opposite the words "tons of sugar beets per acre." If data for one or more farms but less than 10 farms appear in one of columns (19) to (25), inclusive, determine that the entry in the appropriate space in the upper right-hand corner of each sheet opposite the words "tons of sugar beets per acre" is the county average yield established for the appropriate year by the State committee and that such entry has been encircled. An entry must appear in the upper right-hand corner of each sheet opposite the words "tons of sugar beets per acre" for each year for which data appear in columns (19) to (25), inclusive.

If county average yields have been transferred from columns (19) to (25), inclusive, to the upper right-hand corner for three or more of the years 1930 to 1936, inclusive, determine that the entry in the upper right-hand corner of each sheet in the space designated "1930-36" is the simple average of the county average yields transferred; that is, the simple average of the entries not encircled. If county average yields for less than three of the years 1930 to 1936, inclusive, have been transferred from columns (19) to (25), inclusive, to the upper right-hand corner, determine that the entry in the upper right-hand corner of each sheet in the space designated "1930-36" is the county normal yield established by the State committee and that such entry has been encircled.

For each of columns (26), (27), and (28) in which data for at least 10 farms are listed, determine that the correct county average percentage of sugar content for the year indicated in the appropriate column heading has been transferred to the appropriate space in the upper right-hand corner of each sheet opposite the words "sugar content of sugar beets." If data for one or more farms but less than 10 farms appear in one of columns (26), (27), and (28), determine that the entry in the appropriate space in the upper right-hand corner of each sheet opposite the words "sugar content of sugar beets" is the county average percentage of sugar content established by the State committee for the appropriate year and that such entry has been encircled. An entry must appear in the upper right-hand corner of each sheet opposite the words "sugar content of sugar beets" for each year for which data appear in columns (26), (27), and (28).

If county average percentages of sugar content for all three of the years 1934, 1935, and 1936 have been transferred from columns (26), (27), and (28) to the upper right-hand corner, determine that the entry in the space designated "1934-36" is the simple average of the county average percentages transferred. If county average percentages for only one or two of the years 1934, 1935, and 1936 have been transferred from columns (26), (27), and (28) to the upper right-hand corner, determine that the entry in the upper right-hand corner of each sheet in the space designated "1934-36" is the county normal percentage of sugar content established by the State committee and that such entry has been encircled.

## Instructions for Checking Normal Yields Per Acre for Individual Farms.

Column (32). Check entries in this column as follows:

- l. For each farm for which data appear in three or more of columns (19) to (25), inclusive, determine that the entry in column (32) is the simple average of the entries in such columns. To obtain such simple average, divide the total of all of the entries in columns (19) to (25), inclusive, by the number of such columns in which data for the farm appear.
- 2. For each farm for which data appear in only one or two of columns (19) to (25), inclusive, determine that the entry in column (32) is equal to the result obtained as follows:
  - (a) Obtain the simple average of the data in such one or two of columns (19) to (25), inclusive.
  - (b) Obtain the simple average of the county average yields per acre shown in the upper right-hand corner for the same year or two years.
  - (c) Divide the result obtained under (a) by the result obtained under (b). (Round to three decimal places.)

- (d) Multiply the county normal yield per acre shown in the upper right-hand corner by the result obtained under (c) (except that if the result obtained under (c) is less than .80, multiply by .80; and if the result obtained under (c) is more than 1.20, multiply by 1.20).
- 3. For each farm for which no data appear in any of columns (19) to (25), inclusive, determine that the entry in column (32) is 90 percent of the county normal yield per acre shown in the upper right-hand corner.

Column (33). For farms from which sugar beets were contracted to be marketed in 1937 under other than "individual test contracts," determine that the entry in column (33) is the normal percentage of sugar content of sugar beets furnished by the Agricultural Adjustment Administration for the factory named in column (4). If, in such cases, the sugar beets from all of the farms in the county were contracted to be marketed in 1937 to one factory or to factories having the same normal percentage of sugar content, the normal percentage of sugar content of sugar beets need appear in column (33) on the first line of each sheet only.

For farms from which sugar beets were contracted to be marketed in 1937 under "individual test contracts," check entries in column (33) as follows:

- 1. For each farm for which data appear in all three of columns (26), (27), and (28), determine that the entry in column (33) is the simple average of the entries in columns (26), (27), and (28).
- 2. For each farm for which data appear in only one or two of columns (26), (27), and (28), determine that the entry in column (53) is equal to the result obtained as follows:
  - (a) Obtain the simple average of the data in such one or two of columns (26), (27), and (28).
  - (b) Obtain the simple average of the county average percentages of sugar content shown in the upper right-hand corner for the same year or two years.
  - (c) Divide the result obtained under (a) by the result obtained under (b) (round to three decimal places).
  - (d) Multiply the county normal percentage of sugar content shown in the upper right-hand corner by the result obtained under (c).
- 3. For each farm on which no sugar beets were grown in any of the years 1934, 1935, and 1936, determine that the entry in column (33) is the same

as the county normal percentage of sugar content shown in the upper right-hand corner.

Column (34). For farms from which sugar beets were contracted to be marketed in 1937 under other than "individual test contracts," determine that the entry in column (34) is equal to the result obtained by multiplying the percentage in column (33) by .194. If, in such cases, the sugar beets from all of the farms in the county were contracted to be marketed in 1937 to one factory or to factories having the same normal percentage of sugar content, an entry need appear in column (34) on the first line of each sheet only.

For each farm from which sugar beets were contracted to be marketed in 1937 under an "individual test contract," determine that the entry in column (34) is the rate of commercially recoverable sugar per ton of sugar beets shown on SB-111 for the percentage of sugar content which appears in column (33).

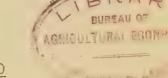
Column (35). Determine that the entry in this column is equal to the result obtained by multiplying the entry in column (32) by the entry in column (34).



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SB-113

U. S. Department of Agriculture Agricultural Adjustment Administration Issued April 13, 1938.



# INSTRUCTIONS FOR PREPARATION OF APPLICATION FOR PAYMENT FORM, 58-110

(For Use by County Committees)

The Application for Payment form, SB-110, (referred to herein as the "application") has been printed in sets of four with carbon paper inserted, and shall be prepared with a hard pencil in order to obtain legible copies. The original and first copy, when completed, will be transmitted to the State office, the second copy will be retained in the county office, and the third copy may be released to the operator-producer of the farm.

In preparing applications it should be borne in mind that they will be carefully examined in the State office for errors. Certain definite requirements must be met in order to avoid suspension and the delay resulting therefrom. Therefore, the instructions contained herein must be strictly adhered to. In the event of any situation which is not specifically covered by these instructions, further instructions should be obtained from the State committee before completion of the application.

All computations called for in these instructions shall be verified at least once, and all entries shall be checked by a person other than the person who made such entries on SB-110.

If, in making entries on an application, an error is made, the incorrect entry shall not be erased, but shall be deleted by drawing a single line through it and the correct entry shall be inserted immediately above or to the side of the incorrect entry.

Enter the State and county code and serial number in the first blank space in the upper right-hand corner of the application as shown on the first line in the upper right-hand corner of the Farming Unit Report, SB-105, for the farm. Enter in the second blank space in the upper right-hand corner the name of the operator-producer on the farm at the time of harvest or abandonment, as reported on line 1 of SB-105. Enter in the third blank space in the upper right-hand corner the name applied to the factory to which the sugar beets planted for harvest in 1937 were contracted to be delivered, as reported on SB-105.

Eligibility for Payment: An application shall not be prepared for a farm, if (1) a violation of the child labor provisions on the part of any producer on the farm has been reported and if the county committee has determined, upon the basis of an investigation, that there has, in fact, been a violation of such provisions; or (2) if the farming practice requirements have not been met.

Section IV. <u>Required Farming Practices</u>: In order to determine whether the farming practice requirements have been met with respect to any farm, Section IV of the application shall be prepared as follows:

Item 1. Enter the number of acres of sugar beets planted for harvest in 1937 on land not devoted to sugar beets in more than two of the three years 1934, 1935, and 1936, as shown in item 10 of SB-105. If such entry is the same as the entry in item 4 of SB-105, the farm shall be considered as having met the farming practice requirements, and no further entries should be made in Section IV.

Item 2. If the entry in item 1 is less than the entry in item 4 of SB-105, enter the number of acres of soil-conserving crops in 1937 on land customarily used in rotation with sugar beets, as shown in item 11 of SB-105. If such entry equals or exceeds 20 percent of the difference between the figures in items 4 and 10 of SB-105, the farm shall be considered as having met the farming practice requirements, and no further entries should be made in Section IV.

Items 3 and 4. Make no entries in these items.

Item 5. If the entry in item 2 is less than 20 percent of the difference between the entries in items 4 and 10 of SB-105, enter the number of acres planted to sugar beets in 1937 on which superphosphate was applied during 1937 at a rate per acre of at least 50 pounds of available  $P_2O_5$ , as shown in item 12 of SB-105. If such entry is equal to 33-1/3 percent or more of the entry in item 4 of SB-105, the farm shall be considered as having met the farming practice requirements.

Section V. Computation of Payment.

Item 1. Obtain this entry from item 9 (a) of SB-105. In a case of total acreage abandonment, enter "XX."

Item 2. Obtain the entry for item 2 (a) or item 2 (b) from SB-105 above the words "tons of beets" in item 9 (a). If the sugar beets were marketed under an "individual test contract," make the entry in item 2 (a); and if the sugar beets were marketed under any other type of agreement, make the entry in item 2 (b). Enter "XX" in the space in which a percentage is not entered.

Item 3. Obtain this entry from item 9 (b) of SB-105. Enter "XX" if the entry in item 1 is "XX."

Item 4. Obtain this entry from item 9 (c) of SB-105 and verify such entry by multiplying the entry in item 1 by the entry in item 3. Enter "XX" if the entry in item 1 is "XX."

Item 5. Obtain this entry from item 4 of SB-105.

Item 6. Obtain this entry from item 5 of SB-105. Enter "XX" if the entry in item 1 is "XX."

- Item 7. Obtain this entry from item 7 (b) of SB-105, and enter in the space provided therefor after the words "cause of abandonment" the cause of abandonment shown in item 7 (a) of SB-105. In case there was no acreage abandoned or in case the farm is not to be recommended for an abandonment payment by the county committee, enter "XX."
- Item 8. Obtain this entry from item 8 (a) of SB-105, and verify such entry by checking against column (35) of SB-109.
- Item 9. Obtain this entry by multiplying the entry in item 7 by the entry in item 8. Enter "XX" if the entry in item 7 is "XX."
- Item 10. Enter one-third of the entry in item 9. Enter "XX" if the entry in item 7 is "XX."
- Item 11. Obtain this entry by multiplying the entry in item 6 by the entry in item 8. Enter "XX" if the entry in item 6 is "XX."
- Item 12. Enter 80% of item 11. Enter "XX" if the entry in item 11 is "XX."
- Item 13. Obtain this entry by subtracting from the entry in item 12 the entry in item 4. If the entry in item 4 is equal to or greater than the entry in item 12, enter "XX."
- If there is a deficiency, as indicated by the entry in item 13, and if such deficiency was caused by drought, flood, storm, freeze, disease, or insects, and if the farm is to be recommended for a deficiency payment by the county committee, enter the cause of deficiency in the space provided therefor after the words "cause of deficiency" above item 11.
- Item 14. If the farm is to be recommended for abandonment and/or deficiency payments, obtain the entry in item 14 by adding the entries in items 4, 10, and 13. If the farm is not to be recommended for abandonment and/or deficiency payments, transfer the entry in item 4 to item 14.
- Item 15. If the entry in item 14 is less than 10,000, obtain the entry in item 15 by multiplying the entry in item 14 by \$0.60. If the entry in item 14 is in excess of 10,000, obtain the entry in item 15 by using the rates of payment specified in Part III, Section 2 of SB-101.
- Item 16. Enter in the space provided therefor following the word "expenses" the rate of deduction for county association expenses, which will be furnished by the State committee, and obtain the entry in item 16 by multiplying the entry in item 15 by such percentage rate.
- Item 17. Obtain this entry by subtracting from the entry in item 15 the entry in item 16.

### Section VII. Distribution of Accrued Unpaid Wages to Laborers.

If there are no unsettled wage claims on file against any of the producers on the farm and if, to the best of the knowledge and belief of the county committee, all laborers employed on the farm in the production, cultivation and harvesting of the 1937 crop of sugar beets have been paid in full and at rates not less than those determined by the Secretary of Agriculture to be fair and reasonable, enter "none" in column (1).

If all laborers employed on the farm in the production, cultivation, and harvesting of the 1937 crop of sugar beets have not been paid in full and at rates not less than those determined by the Secretary of Agriculture to be fair and reasonable, as evidenced by unsettled wage claims on file against any of the producers on the farm, or by any other evidence which has come to the attention of the county committee, and if, to the best of the knowledge and belief of the county committee, the producer has made every reasonable effort to pay any unpaid amounts, make entries in Section VII as follows:

- Column (1). Print in this column the name of each laborer to whom any such amount is still due. If the names of any laborers to whom wages are due are not known, enter the word "unknown" in column (1).
- Column (2). Print the current address of each laborer whose name has been entered in column (1). Enter the word "unknown" if the current address of the laborer is not known.
- Column (3). Enter in this column the amount which has been determined to be due each laborer whose name appears in column (1). If the names of laborers to whom wages are due are not known, enter the total amount due such laborers in column (3) opposite the word "unknown."
- Column (4). Enter on each line in this column the entry on the same line in column (3) if a name and address appear on the same line in columns (1) and (2). However, if the word "unknown" appears in column (1) or column (2), do not transfer the amount opposite such word in column (3) to column (4). In other words, it will be impossible to make payment to a laborer unless both the name and the current address of such laborer are known. If the current address is not known or if the name is not known or is not sufficiently complete, as for example when only the family name is known, the payment due such laborer will be held pending a claim by such laborer on a form to be prescribed later. Since the handling of such claims in State and county offices will involve considerable difficulty, every effort should be made to determine the names and addresses of all unpaid laborers in order that payments to such laborers may be made at the time payments are made to producers.

Obtain the totals of columns (3) and (4). Such totals must be equal if the names and current addresses of all unpaid laborers are known. If the names or addresses of any laborers are unknown or are not complete, the total of column (4) must be smaller than the total of column (3) by the amount due such laborers.

#### Section VIII. Distribution of Payments to Producers.

Columns (1) and (2). Print in these columns the names and addresses of the producers who were entitled to share in the 1937 crop of sugar beets.

- Column (3). Enter in this column opposite the name of each producer the percentage in which such producer is entitled to share in the 1937 crop of sugar beets. If the farming unit consists of only one tract (as defined in the fourth paragraph of Part I of SB-102), obtain such percentages from item 15 of SB-105. If the farming unit consists of more than one tract, obtain such percentages by use of SB-105A. A copy of SB-105A is attached hereto and a sufficient supply of such forms for use in the county office will be furnished by the State Committee. When SB-105A is used, it shall be attached to the application.
- Column (4). Obtain the entries in this column by multiplying the entry in item 17 of Section V by the entries in column (3) of Section VIII.
- Column (5). Enter in this column the total amount of wages which each producer has failed to pay laborers.
- Column (6). Obtain the entry on each line in this column by subtracting from the entry on the same line in column (4) the entry on the same line in column (5).

Obtain totals for columns (3), (4), (5), and (6) and verify such totals as follows:

- (a) The total of column (3) must be 100.0.
- (b) The total of column (4) must equal the entry in item 17 of Section V. If, due to the rounding of fractions, the total of column (4) does not exactly equal the entry in item 17 of Section V, adjust the highest individual entry in column (4) so that the total does agree with the entry in item 17 of Section V.
- (c) The total of column (5) must equal the total of column (3) of Section VII.
- (d) The total of column (6) must equal the result obtained by subtracting from the total of column (4) the total of column (5).

#### Section II. Certification of Producer-Processor:

If there is any producer on the farm who was in 1937 a processor of sugar beets, or indirectly a processor of sugar beets, as in the case of a holding company, subsidiary company, or person who had a

controlling interest in a beet sugar company, enter in the space provided therefor the name of the sugar company with which such producer was connected. If none of the producers on the farm was in 1937, either directly or indirectly, a processor of sugar beets, enter "none" in the space provided for the signature in Section II.

Signatures and Certification of Producers. When all necessary entries have been made on the application, the operator-producer and any other producers on the farm who live within a reasonable distance, should be requested to call at the county office, or at some other designated point, for the purpose of signing such application. At such time, a member of the county committee or some other person in the county office should go over the entries on the application with the operatorproducer in order to determine that all such entries are correct. The operator-producer should also be requested to read the representations in Section I. When the operator-producer has satisfied himself that all entries are correct, the caroon paper should be withdrawn from the set and the operator-producer should sign in ink or indelible pencil in the space provided therefor in Section I, and the date on which he signs must be entered to the left of his signature. The signature of the operatorproducer, as well as the signature of any other producer, should be in the same style as the printed name in Section VIII, column (1), although if the printed name has been incorrectly spelled in Section VIII, column (1), the producer should sign his name correctly and the spelling in Section VIII, column (1) shall be corrected. The operator-producer should be requested to sign all four copies of the application and may be permitted to keep the last copy in the set.

After the operator-producer has signed the application, the other producers on the farm should be requested, after reading the representations in Sections I and III, to sign in Section III in the same style in which their names have been printed in Section VIII, column (1) and the dates on which such producers sign must be entered to the left of their respective signatures.

If any producer was, either directly or indirectly, a processor of sugar beets in 1937, such producer should be requested to sign in the space provided therefor in Section II and the date on which he signed must be entered to the left of his signature.

If any producer lives at a surficient distance to make it impossible or impracticable to call at the county office or other designated point, the application should be mailed to such person for signature. Such producer should be advised to examine the entries and representations on the application before signing and to sign in the space provided therefor in the same style as that in which his name is printed in Section VIII, column (1).

A stamped envelope with the address of the secretary of the county association should be enclosed when the application is mailed to a producer for signature in order to facilitate its return.

Authorization of Fiduciaries. If a person signs an application in a representative or fiduciary capacity, it shall be the responsibility of the county committee to determine, in accordance with the instructions in ACP-16, that such person is properly authorized to sign in such capacity. Such fiduciary must sign the application in the manner prescribed in ACP-16.

Certification and Recommendation of County Committee. When all signatures have been affixed to the application in Sections I, II, and III, a member of the county committee who is authorized to act on behalf of the county committee should examine the application carefully to determine that it has been properly prepared in accordance with these instructions. If any corrections have been made in Sections IV, V, VII, or VIII, each such correction must be initialed on the original and first copy of the application by such county committeeman. Thereafter, such county committeeman should sign in the space provided therefor in Section IX.

If the members of the county committee have agreed that the farm is to be recommended for abandonment and/or deficiency payments, the county committeeman who signs in Section IX should enter his initials in Section VI to the left of the space provided for the signature of a representative of the State Committee.



SB-105 A

United States Department of Agriculture Agricultural Adjustment Administration

SUPPLEMENT TO FARMING UNIT REPORT 1937 Sugar Beet Program

(State and County Code and Serial No.)

n (Name of Factory)

	Total sugar	ible	F	ent	(8)	])	î 🙃				
racts	Total:	eligible		payment	+ (9)	+ (11)	(cwt.)	(12)			
	Sugar eli-	gible for	: payment on	abandoned	acreage	(10) x 1/3	(cwt.)	(11)			vi ab ar
	Normal	yield	acreage of aban-	doned	acreage	$(3) \times (9)$	(cwt.)	(10)			XXX
ndividual	Sugar	beet	acreage	W	ui.			(6)	~ ~ ~		ager whose refer e
yment to I	Defi-	ciency	allocated	to	tract 3/:	(7) x ···	(cwt.)	(8)			2/
Sugar for Payment to Individual Tracts	Defi-	cient	production; allocated	no	tract	(2) - (6)	(cwt.)	(4)			1/
- 1			Actual	pro-	uction		cwt.)	(9)			
Clally Kec	80 per-	cent of	normal	pro-	duction	8 · x (+)	(cwt.) (	(5)			
Section 1 - Allocation of Commercially Recoverable		Normal	pro-	duc-	tion	$(2) \times (3)$	(cwt.)	( <del>†</del> 2)			
cation	٠.	Normal	yield	per			(cwt.)	(3)			XXX
1 - A110	~ ~ ~		acres	har-	vested	in 1937		(5)			
Section		- W 14		Tract				(1)			Total

Percentage (6) + total of 6	(7)							100.0
Total share of sugar for payment, (cwt.)	(9)							
Share of sugar for payment on tract (3) x (4) (cwt.)	(5)							c
Sugar for payment on tract (cwt.)	(4)							×
Percent- age	(3)							XX
Tract	(2)						*******	×
Name of rroducer,	(2)							* * * * * * * * * * * * * * * * * * * *
	Sugar for pay- Share of sugar Total share of Tract Percent for payment on sugar for payment age (cwt.) (cwt.) (cwt.)	Tract age (cwt.) Share of sugar Total share of tract (2) (3) (4) (4) (5) (6)	Sugar for pay- Share of sugar Total share of Tract Percent for payment on sugar for pay- tract (3) x (4) ment. (cwt.) (cwt.) (cwt.) (6)	Tract age (cwt.) (5) (6)	Tract age (cwt.) (2) (3) (4) (4) (5) (6)	Sugar for pay- Share of sugar Total share of fract age (cwt.)  (2) (3) (4) (5) (6)	Tract seent ment on tract for payment on tract (3) x (4) (cwt.) (cwt.) (5) (6)	Tract Percent ment on tract for payment on sugar for payment (2) (3) (4) (5) (6)

This total will not represent, in every case, the amount of sugar/which a deficiency payment will be made.

Enter the result obtained by subtracting from the total of column' (5) the total of column (6).

Enter the result obtained by dividing the total of column (8) by the total of column (7).

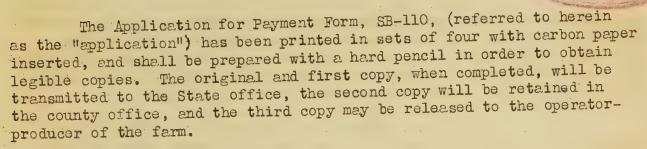


SB-113-California
U. S. Department of Agriculture
Agricultural Adjustment Administration

Issued April 14, 1938

# INSTRUCTIONS FOR PREPARATION OF APPLICATION FOR PAYMENT FORM, SB-110

(For Use by County Committees)



In preparing applications it should be borne in mind that they will be carefully examined in the State office for errors. Certain definite requirements must be met in order to avoid suspension and the delay resulting therefrom. Therefore, the instructions contained herein must be strictly adhered to; and in the event of any situation which is not specifically covered by these instructions, further instructions should be obtained from the State committee before completion of the application.

All computations called for in these instructions shall be verified at least once, and all entries shall be checked by a person other than the person who made such entries on SB-110.

If, in making entries on an application, an error is made, the incorrect entry shall not be erased, but shall be deleted by drawing a single line through it and the correct entry shall be inserted immediately above or to the side of the incorrect entry.

Enter the State and county code and serial number in the first blank space in the upper right-hand corner of the application as shown on the first line in the upper right-hand corner of the Farming Unit Report, SB-105-California for the farm. Enter in the second blank space in the upper right-hand corner the name of the operator-producer on the farm at the time of harvest or abandonment, as reported on line 1 of SB-105-California. Enter in the third blank space in the upper right-hand corner the name applied to the factory to which the sugar beets planted for harvest in 1937 were contracted to be delivered, as reported on SB-105-California.

Eligibility for Payment. An application shall not be prepared for a farm, if (1) a violation of the child labor provisions on the part of any producer on the farm has been reported and if the county committee has determined, upon the basis of an investigation, that there has, in fact, been a violation of such provisions; or (2) the farming practice requirements have not been met.

- Section IV. Required Farming Practice. In order to determine whether the farming practice requirements have been met with respect to any farm, Section IV of the application shall be prepared as follows:
- Item 1. Enter the number of acres of sugar beets planted for harvest in 1937 on land not devoted to sugar beets in more than two of the three years 1934, 1935, and 1936, as shown in item 10 of SB-105-California. If such entry is the same as the entry in item 4 of SB-105-California, the farm shall be considered as having met the farming practice requirements, and no further entries should be made in Section IV. But if the entry in item 1 is less than the entry in item 4 of SB-105-California, complete items 2, 3, and 4 as follows:
- Item 2. Enter the number of acres of soil-conserving crops in 1937 on land customarily used in a rotation with sugar beets as shown in item 11 of SB-105-California.
- Item 3. Enter the number of acres of green manure and cover crops turned under on the acreage devoted to sugar beets in 1937, immediately preceding the planting of the sugar beets or planted immediately following the harvest of the sugar beets and turned under after 90 days unpastured growth as shown in items 12 and 13 of SB-105-California.
- Item 4. Enter the number of acres of sugar beets grown in 1937 on land devoted to perennial or biennial legumes in 1936 as shown in item 14 of SB-105-California.
- If the entry in item 2 plus 1/2 of the entry in item 3 plus 2/5 of the entry in item 4 is equal to or greater than 20 percent of the difference between the entries in items 4 and 10 of SB-105-California, the farm shall be considered as having met the farming practice requirements, and no further entries should be made in Section IV.
- Item 5. If the farming practice requirements have not been met in the preceding paragraph, enter the number of acres planted to sugar beets in 1937 on which superphosphate was applied during 1937 at a rate per acre of at least 50 pounds of available P<sub>2</sub>O<sub>5</sub> as shown in item 15 of SB-105-California. If such entry is equal to 33-1/3 percent or more of the entry in item 4 of SB-105-California, the farm shall be considered as having met the farming practice requirements.

### Section V. Computation of Payment.

- Item 1. Obtain this entry from item 9 (a) of SB-105-California. In a case of total acreage abandonment, enter "XX".
- Item 2. Obtain the entry for item 2 (a) or item 2 (b) from SB-105-California above the words "production of beets" in item 9 (a). If the sugar beets were marketed under an "individual test contract", make the entry in item 2 (a); and if the sugar beets were marketed under any other type of agreement, make the entry in item 2 (b). Enter "XX" in the space in which a percentage is not entered.

- Item 3. Obtain this entry from item 9 (b) of SB-105-California. Enter "XX" if the entry in item 1 is "XX".
- Item 4. Obtain this entry from item 9 (c) of SB-105-California and verify such entry by multiplying the entry in item 1 by the entry in item 3. Enter "XX" if the entry in item 1 is "XX".
  - Item 5. Obtain this entry from item 4 of SB-105-California.
- Item 6. Obtain this entry from item 5 of SB-105-California. Enter "XX" if the entry in item 1 is "XX".
- Item 7. Obtain this entry from item 7. (b) of SB-105-California, and enter in the space provided therefor after the words "cause of abandonment" the cause of abandonment shown in item 7 (a) of SB-105-California. In case there was no acreage abandoned or in case the farm is not to be recommended for an abandonment payment by the county committee, enter "XX".
- Item 8. Obtain this entry from item 8 (a) of SB-105-California and verify such entry by checking against column (35) of SB-109.
- Item 9. Obtain this entry by multiplying the entry in item 7 by the entry in item 8. Enter "XX" if the entry in item 7 is "XX".
- Item 10. Enter one-third of the entry in item 9. Enter "XX" if the entry in item 7 is "XX"
- Item 11. Obtain this entry by multiplying the entry in item 6 by the entry in item 8. Enter "XX" if the entry in item 6 is "XX".
- Item 12. Enter 80% of item 11. Enter "XX" if the entry in item 11 is "XX".
- Item 13. Obtain this entry by subtracting from the entry in item 12 the entry in item 4. If the entry in item 4 is equal to or greater than the entry in item 12, enter "XX".
- If there is a deficiency, as indicated by the entry in item 13, and if such deficiency was caused by drought, flood, storm, freeze, disease, or insects, and if the farm is to be recommended for a deficiency payment by the county committee, enter the cause of deficiency in the space provided therefor after the words "cause of deficiency" above item 11.
- Item 14. If the farm is to be recommended for abandonment and/or deficiency payments, obtain the entry in item 14 by adding the entries in items 4, 10, and 13. If the farm is not to be recommended for abandonment and/or deficiency payments, transfer the entry in item 4 to item 14.
- Item 15. If the entry in item 14 is less than 10,000, obtain the entry in item 15 by multiplying the entry in item 14 by \$0.60. If the entry

in item 14 is in excess of 10,000, obtain the entry in item 15 by using the rates of payment specified in Part III, Section 2 of SB-101.

Item 16. Enter in the space provided therefor following the word "expenses" the rate of deduction for county association expenses, which will be furnished by the State Committee, and obtain the entry in item 16 by multiplying the entry in item 15 by such percentage rate.

Item 17. Obtain this entry by subtracting from the entry in item 15 the entry in item 16.

## Section VII. Distribution of Accrued Unpaid Wages to Laborers.

If there are no unsettled wage claims on file against any of the producers on the farm and if, to the best of the knowledge and belief of the county committee, all laborers employed on the farm in the production, cultivation, and harvesting of the 1937 crop of sugar beets have been paid in full and at rates not less than those determined by the Secretary of Agriculture to be fair and reasonable, enter "none" in column (1).

If all laborers employed in the farm in the production, cultivation, and harvesting of the 1937 crop of sugar beets have <u>not</u> been paid in full and at rates not less than those determined by the Secretary of Agriculture to be fair and reasonable, as evidenced by unsettled wage claims on file against any of the producers on the farm, or by any other evidence which has come to the attention of the county committee and if, to the best of the knowledge and belief of the county committee, the producer has made every reasonable effort to pay any unpaid amounts, make entries in Section VII as follows:

- Column (1). Print in this column the name of each laborer to whom any such amount is still due. If the names of any laborers to whom wages are due are not known, enter the word "unknown" in column (1).
- Column (2). Print the current address of each laborer whose name has been entered in column (1). Enter the word "unknown" if the correct address is not known.
- Column (3). Enter in this column the amount which has been determined to be due each laborer whose name appears in column (1). If the names of laborers to whom wages are due are not known, enter the total amount due such laborers in column (3) opposite the word "unknown".
- Column (4). Enter on each line in this column the entry on the same line in column (3) if a name and address appear on the same line in columns (1) and (2), However, if the word "unknown" appears in column (1) or column (2), do not transfer the amount opposite such word in column (3) to column (4). In other words, it will be impossible to make payment to a laborer unless both the name and the current address of such laborer are known. If the current address is not known or if the name is not known or is not sufficiently complete, as for example when only the family name is known, the payment due such laborer will be held pending

a claim by such laborer on a form to be prescribed later. Since the handling of such claims in State and county offices will involve considerable difficulty, every effort should be made to determine the names and addresses of all unpaid laborers in order that payment to such laborers may be made at the time payments are made to producers.

Obtain the totals of columns (3) and (4). Such totals must be equal if the names and current addresses of all unpaid laborers are known. If the names or addresses of any laborers are unknown or are not complete, the total of column (4) must be smaller than the total of column (3) by the amount due such laborers.

## Section VIII. Distribution of Payments to Producers.

- Columns (1) and (2). Print in these columns the names and addresses of the producers who were entitled to share in the 1937 crop of sugar beets.
- Column (3). Enter in this column opposite the name of each producer the percentage in which such producer is entitled to share in the 1937 crop of sugar beets. If the farming unit consists of only one tract (as defined in the fourth paragraph of Part I of SB-102-California), obtain such percentages from item 18 of SB-105-California. If the farming unit consists of more than one tract, obtain such percentages for column (3) by use of SB-105A-California. A copy of SB-105A-California is attached hereto and a sufficient supply of such forms for use in the county office will be furnished by the State committee. When SB-105A-California is used, it shall be attached to the application.
- Column (4). Obtain the entries in this column by multiplying the entry in item 17 of Section V by the entries in column (3) of Section VIII.
- Column (5). Enter in this column the total amount of wages which each producer has failed to pay laborers.
- Column (6). Obtain the entry on each line in this column by subtracting from the entry on the same line in column (4) the entry on the same line in column (5).

Obtain totals for columns (3), (4), (5), and (6) and verify such totals as follows:

- (a) The total of column (3) must be 100.00
- (b) The total of column (4) must equal the entry in item 17 of Section V. If, due to the rounding of fractions, the total of column (4) does not exactly equal the entry in item 17 of Section V, adjust the highest individual entry in column (4) so that the total does agree with the entry in item 17 of Section V.
- (c) The total of column (5) must equal the total of column (3) of Section VII.

(d) The total of column (6) must equal the result obtained by subtracting from the total of column (4) the total of column (5).

#### Section II. Certification of Producer-Processor.

If there is any producer on the farm who was in 1937 a processor of sugar beets, or indirectly a processor of sugar beets, as in the case of a holding company, subsidiary company, or person who had a controlling interest in a beet sugar company, enter in the space provided therefor the name of the sugar company with which such producer was connected. If none of the producers on the farm was in 1937, either directly or indirectly, a processor of sugar beets, enter "none" in the space provided for the signature in Section II.

Signatures and Certifications of Producers. When all necessary entries have been made on the application, the operator-producer and any other producers on the farm who live within a reasonable distance, should be requested to call at the county office, or at some other designated point, for the purpose of signing such application. At such time, a member of the county committee or some other person in the county office should go over the entries on the application with the operatorproducer in order to determine that all such entries are correct. The operator-producer should also be requested to read the representations in Section I. When the operator-producer has satisfied himself that all entries are correct, the carbon paper should be withdrawn from the set and the operator-producer should sign in ink or indelible pencil in the space provided therefor in Section I, and the date on which he signs must be entered to the left of his signature. The signature of the operator-producer, as well as the signature of any other producer, should be in the same style as the printed name in Section VIII, column (1), although if the printed name has been incorrectly spelled in Section VIII, column (1), the producer should sign his name correctly and the spelling in Section VIII, column (1) shall be corrected. The operator-producer should be requested to sign all four copies of the application, and may be permitted to keep the last copy in the set.

After the operator-producer has signed the application, the other producers on the farm should be requested, after reading the representations in Sections I and III, to sign in Section III in the same style in which their names have been printed in Section VIII, column (1), and the dates on which such producers sign must be entered to the left of their respective signatures.

If any producer was, either directly or indirectly, a processor of sugar beets in 1937, such producer should be requested to sign in the space provided therefor in Section II, and the date on which he signed must be entered to the left of his signature.

If any producer lives at a sufficient distance to make it impossible or impracticable to call at the county office or other designated point, the application should be mailed to such person for signature. Such producer should be advised to examine the entries and representations on the application before signing and to sign in the space provided therefor in the same style as that in which his name is printed in Section VIII, column (1).

A stamped envelope with the address of the Secretary of the county association should be enclosed when the application is mailed to a producer for signature in order to facilitate its return.

Authorizations of Fiduciaries. If a person signs an application in a representative or fiduciary capacity, it shall be the responsibility of the county committee to determine, in accordance with the instructions in ACP-16, that such person is properly authorized to sign in such capacity. Such fiduciary must sign the application in the manner prescribed in ACP-16.

certification and Recommendation of County Committee. When all signatures have been affixed to the application in Sections I, II, and III, a member of the county committee who is authorized to act on behalf of the county committee should examine the application carefully to determine that it has been properly prepared in accordance with these instructions. If any corrections have been made in Sections IV, V, VII, or VIII, each such correction must be initialed on the original and first copy of the application by such county committeeman. Thereafter, such county committeeman should sign in the space provided therefor in Section IX.

If the members of the county committee have agreed that the farm is to be recommended for abandonment and/or deficiency payments, the county committeeman who signs in Section IX should enter his initials in Section VI to the left of the space provided for the signature of a representative of the State committee.

SB-105 A-California

United States Department of Agriculture Agricultural Adjustment Administration

SUPPLEMENT TO FARMING UNIT REPORT 1937 Sugar Beet Frogram

(State and County Code and Serial No.)

(Name of Factory,

Total sugar of Commercially Recoverable Sugar for Payment to Individual Tracts

oligible for payment (6) + (8) + (11) (cwt.)		Percentage (6) : total of 6	(1)		100.0
Sugar ell- gible for payment on abendoned acreage (10) x 1/3 (cwt.)					
Normal yield of aban- doned acreage (3) x (9) (cwt.)	XXX	Total share of sugar for payment (cwt.)	(9)	7 7 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	
Sugar beat acreage abandoned in 1937		Share of sugar for payment on tract (3) x (4)	(5)		
Defi- ciency allocated to tract 3/ (7) x (cwt.)	2	pay- Share tract for linect			
Defi- cient production on tract (5) - (6) (cwt.)		Sugar for pment on t (cwt.)	(†)		XXX
1		Percent	(2)		X X
80 per- cent of normal pro- duction (4) x.8 (cwt.)		Tract	(5)		×
Allocation of Commercially Recoverage of Normal Normal cent of Actual acres yield proper proper duction duction duction duction (2) x (3) (4) x.8 (cwt.) (cwt.) (cwt.) (6)		Section II - Division of Payment Name of Producer			A A
Normal yield per acre (cwt)	XXX	I - Division of I			
No of acres har- vested in 1937		II - Di	(1)		
Section I Tract	Total	Section			

1/ This total will not represent, in every case, the amount of sugar for which a deficiency payment will be made.
2/ Enter the result obtained by subtracting from the total of column (5) the total of column (6).
3/ Enter the result obtained by dividing the total of column (8) by the total of column (7).



U. S. Department of Agriculture Agricultural Adjustment Administration

Issued May 2, 1938.

# AMENDMENTS TO INSTRUCTIONS FOR PREPARATION OF APPLICATION FOR PAYMENT FORM, SB-110

(For Use by County Committees)



Form SB-113, Instructions for Preparation of Application for Payment Form, SB-110, issued April 13, 1938, is hereby amended as follows:

l. The instructions relative to Section V of SB-110 on page 2 of SB-113 are amended by inserting the following general paragraph immediately following the heading thereof:

"In executing Section V, all acreage and tonnage figures and all figures relative to hundredweights of sugar shall be rounded to one decimal place, except that the rate of commercially recoverable sugar per ton of sugar beets in item 3 shall be rounded to three decimal places. The percentage figures in item 2 and all amounts of money shall be rounded to two decimal places."

2. The instructions relative to item 10 of Section V of SB-110 on page 3 of SB-113 are amended to read as follows:

"Item 10. Enter the result obtained by dividing the entry in item 9 by three. Do not multiply by a decimal to obtain this entry. Enter 'XX' if the entry in item 7 is 'XX'."

- 3. The instructions relative to column (3) of Section VIII of SB-110 on page 5 of SB-113 are amended by inserting after the word "percentage" in the second line thereof the words "(rounded to the nearest tenth)."
- 4. The instructions relative to "Signatures and Certification of Producers" on page 6 of SB-113 are amended by inserting the following new paragraph after the second paragraph of such section:
- "If, in the preparation of the application, a correction was made and such correction affects the amount of payment due one or more producers, each producer whose payment has been affected shall initial such correction. For example, if a correction is made in item 17 of Section V, such correction must be initialed by all producers who sign in Section I and Section III; if a correction is made in Section VII, such correction must be initialed by each producer from whose payment an amount is to be deducted for payments to laborers; or if a correction is made in Section VIII, such correction need be initialed only by the producer whose payment is affected."
- 5. The instructions relative to "Signatures and Certification of Producers" on page 6 of SB-113 are amended by deleting the last paragraph thereof and substituting therefor the following new paragraph:

"An envelope without postage, but with the address of the Secretary of

the county association typed or stamped thereon, should be enclosed when the application is mailed to a producer for signature in order to facilitate its return. Envelopes of the Agricultural Adjustment Administration must not be used for this purpose."

6. The instructions relative to "Certification and Recommendation of County Committee" on page 7 of SB-113 are amended by deleting the last two sentences of the first paragraph thereof and inserting in lieu thereof the following:

"If any corrections have been made on an application and if such corrections do not affect the amount of payment due any of the producers who signed such application, such corrections shall be initialed by such county committeeman. If any correction has been made which does affect the amount of payment due any of the producers who signed the application, such county committeeman shall determine that such correction has been initialed by each producer whose payment is affected by such correction. Thereafter, such county committeeman shall sign in the space provided therefor in Section IX."

SB-113A - California
U. S. Department of Agriculture
Agricultural Adjustment Administration

Issued May 3, 1938

AMENDMENTS TO INSTRUCTIONS FOR PREPARATION OF APPLICATION FOR PAYMENT FORM, SB-110

(For Use by County Committees)



Form SB-113-California, Instructions for Preparation of Application for Payment Form SB-110, issued April 14, 1938, is hereby amended as follows:

1. The instructions relative to Section V of SB-110 on page 2 of SB-113-California, are amended by inserting the following general paragraph immediately following the heading thereof:

"In executing Section V, all acreage and tonnage figures and all figures relative to hundredweights of sugar shall be rounded to one decimal place, except that the rate of commercially recoverable sugar per ton of sugar beets in item 3 shall be rounded to three decimal places. The percentage figures in item 2 and all amounts of money shall be rounded to two decimal places."

2. The instructions relative to item 10 of Section V of SB-110 on page 3 of SB-113-California are amended to read as follows:

"Item 10. Enter the result obtained by dividing the entry in item 9 by three. Do not multiply by a decimal to obtain this entry. Enter 'XX' if the entry in item 7 is 'XX'."

- 3. The instructions relative to column (3) of Section VIII of SB-110 on page 5 of SB-113-California are amended by inserting after the word "percentage" in the second line thereof the words "(rounded to the nearest tenth)."
- 4. The instructions relative to "Signatures and Certification of Producers" on page 6 of SB-113-California are amended by inserting the following new paragraph after the second paragraph of such section:
- "If, in the preparation of the application, a correction was made and such correction affects the amount of payment due one or more producers, each producer whose payment has been affected shall initial such correction. For example, if a correction is made in item 17 of Section V, such correction must be initialed by all producers who sign in Section I and Section III; if a correction is made in Section VII, such correction must be initialed by each producer from whose payment an amount is to be deducted for payments to laborers; or if a correction is made in Section VIII, such correction need be initialed only by the producer whose payment is affected."
- 5. The instructions relative to "Signatures and Certification of Producers" on pages 6 and 7 of SB-113-California are amended by deleting the last paragraph thereof and substituting therefor the following new paragraph:

"An envelope without postage, but with the address of the Secretary of the county association typed or stamped thereon, should be enclosed when the application is mailed to a producer for signature in order to facilitate its return. Envelopes of the Agricultural Adjustment Administration must not be used for this purpose."

6. The instructions relative to "Certification and Recommendation of County Committee " on page 7 of SB-113-California are amended by deleting the last two sentences of the first paragraph thereof and inserting in lieu thereof the following:

"If any corrections have been made on an application and if such corrections do not affect the amount of payment due any of the producers who signed such application, such corrections shall be initialed by such county committeeman. If any correction has been made which does affect the amount of payment due any of the producers who signed the application, such county committeeman shall determine that such correction has been initialed by each producer whose payment is affected by such correction. Thereafter, such county committeeman shall sign in the space provided therefor in Section IX."

SB-113B

U. S. Department of Agriculture
Agricultural Adjustment Administration

Issued June 30, 1938

INSTRUCTIONS RELATIVE TO THE PREPARATION AND SUBMISSION OF SUPPLEMENTAL AND ADJUST-MENT APPLICATIONS FOR PAYMENT - 1937 SUGAR BEET PROGRAM

(For use by County Committees)

PREPARATION OF SUPPLEMENTAL APPLICATIONS

If the signature of one or more of the producers on a farming unit could not be obtained on an application for payment prior to submission of such application to the State office, and if one of such producers later is located and indicates his desire to make application for his share of the payment due under such application, a supplemental application shall be prepared. Such supplemental application shall be completed in every detail except that it shall be signed only by the producer who failed to sign the original application. Such application must be certified by a member of the county committee. The word "Supplemental" shall be entered above the title of the application. The serial number assigned to such application shall be the same as the serial number assigned to the original application, except that is shall be followed by the letter "x". If more than one producer failed to sign the original application, an attempt should be made to obtain the signatures of all such producers on the same supplemental application. However, if only one of the producers who failed to sign the original application can be located at the time a supplemental application is prepared and another of such producers is located at a later date and indicates his desire to make application for payment, another supplemental application shall be prepared. The serial number of the second supplemental application shall be followed by the letter "y," and if a third supplemental application is prepared, the serial number shall be followed by the letter "z."

If an adjustment has been made with respect to an original application, as hereinafter set forth, before a supplemental application is prepared, the supplemental application shall be prepared on the basis of the "adjustment" application.

Supplemental applications shall be carefully checked against the county office copies of the original applications. The instructions set forth in SB-113 relative to the initialing of corrections shall be followed in connection with any corrections made on a supplemental application.

#### CASES INVOLVING ADJUSTMENTS

Errors Discovered Before Payment is Issued. If it is determined, after submission of an application to the State office and before payment is received, that an error was made in the preparation of such application, the State office shall be requested to return the application to the county office for correction. If necessary, a new application shall be prepared. However, in such case, the original incorrect application, as well as the new application, shall be submitted to the State office and a brief statement, signed

by a member of the county committee, setting forth the reason for the correction, shall be attached to the corrected application.

Errors Made by Disbursing Office. If it is discovered, by checking against S-la, Public Voucher for 1937 Sugar Payments (Continuation Sheet), that a check was incorrectly executed, and if the amount of such check and the name of the payee, as shown on S-la, are correct, such check shall be returned to the Disbursing Office with a request that a new check be issued.

Errors in Applications Other than Errors in Section VII. If it is discovered that an error, other than an error in Section VII, was made on an application, and if checks have already been issued but not delivered to the producers who signed such application, such case shall be handled as follows:

- l. If any such check is in an amount greater than that to which the producer was entitled, such check shall be returned to the Disbursing Office and an adjustment application shall be prepared in the manner hereinafter set forth.
- 2. If any such check is in an amount less than that to which the producer was entitled, such check may be delivered and the producer shall be advised that acceptance of such check will not prejudice his right to present a claim for any additional amount due him.
- If, as a result of an error other than an error in Section VII of an application, a check in an amount greater than that due a producer has been issued, and if such check has been delivered and cashed, an attempt shall be made to obtain a refund from such producer.

Errors in Section VII of the Application. If it is discovered that an error has been made in Section VII of an application and if checks have been issued but not delivered to producers or to producers and laborers, such case shall be handled as follows:

- 1. If it is known that the amount due a producer or a laborer is greater than the amount shown on the check drawn in favor of such producer or laborer, such check may be delivered and an adjustment application shall be prepared.
- 2. If it is known that the amount due a producer or a laborer is less than the amount shown on the check drawn in favor of such producer or laborer, such check shall be returned to the Disbursing Office and an adjustment application shall be prepared. It should be noted that when an error in Section VII increases the payment to one or more laborers, the payment to one or more producers will be reduced by a corresponding amount, and when such an error reduces the payment to one or more laborers, the payment to one or more producers will be increased.
- 3. If there is any question as to the amount due a laborer, the check drawn in favor of such laborer shall be returned to the Disbursing Office, unless the producer from whose payment the laborer's payment was deducted

agrees and signs a statement to the effect that the laborer is entitled to not less than the amount of the check. The check drawn in favor of the producer, in the event of such a question, may be delivered only if the laborer agrees and signs a statement to the effect that the check drawn in his (the laborer's) favor is not less than the amount due him.

4. It may be possible to effect settlement, in case of errors in Section VII, without the necessity of returning checks to the Disbursing Office. For example, if the check due a laborer was drawn in an amount less than that due and the check to the producer was in excess of the amount due by the same amount, and if the producer, after execution of the application, paid to the laborer the difference between the amount actually due the laborer and the amount of the check drawn in favor of such laborer, the checks to both parties may be delivered, provided a receipt is obtained from the laborer, indicating that the amount of the check plus the amount received from the producer constitutes payment in full for labor performed in connection with the production, cultivation and harvesting of the 1937 sugar beet crop. The receipt, or a certified copy thereof, shall be retained in the county office.

Preparation of Adjustment Applications and Statements of Claim. Adjustment applications shall be prepared in the manner set forth in SB-113 for preparing regular applications except that the word "adjustment" shall be entered above the title of the form. The serial number assigned shall be the same as the serial number of the original application, except that it shall be followed by the notation "adj.", as, for example, "233 Adj."

Whenever an adjustment application is prepared, a statement of claim shall also be prepared to accompany the adjustment application when it is submitted to the State office. Such statement of claim shall set forth the nature of the error on the original application, the check numbers, amounts, and the disposition made of the checks issued under the original application, and the amounts, if any, still due the producers and/or laborers under the application.

Any adjustment application must be signed by all producers whose payments are affected by the error and by a member of the county committee. The statement of claim must also be signed by the producers whose payments are affected and by a county committeeman. In the case of an error in Section VII, the following instructions relative to signatures will be applicable:

- 1. If the payment to one or more laborers is to be increased, the adjustment application and the statement of claim need be signed only by the producer or producers from whose payment an amount was deducted or is to be deducted for payment to the laborer or laborers, and by a county committeeman.
- 2. If the payment to one or more laborers is to be reduced, the adjustment application and the statement of claim must be signed by the producer or producers from whose payment an amount was deducted for payment to the laborer or laborers, by a county committeeman, and by the laborer or

laborers whose payment is to be reduced, except that in the event the name or address of any such laborer is unknown, the adjustment application and statement of claim must be signed by all producers on the farming unit and by a county committeeman.

#### HANDLING OF UNDELIVERED CHECKS, LOST CHECKS, AND REFUNDS

Cases involving checks which may not be delivered because of the death of the payees, failure to locate the payees or the refusal of the payees to accept such checks, cases involving lost, stolen, or destroyed checks, and cases involving refunds shall be handled under the 1937 Sugar Beet Program in the manner prescribed under the Agricultural Conservation Program for handling such cases.

#### TRANSMITTAL OF SUPPLEMENTAL AND ADJUSTMENT APPLICATIONS

Supplemental applications shall not be listed on the same transmittal sheet with regular applications. The word "supplemental" shall be typed at the top of a transmittal sheet listing supplemental applications. Otherwise, the transmittal sheets prepared for supplemental applications shall be prepared in the same manner as transmittal sheets are prepared for regular applications.

Adjustment applications need not be listed on a transmittal sheet, but shall be accompanied by a short letter or memorandum of transmittal when transmitted to the State office.

SB-113C

U. S. Department of Agriculture Agricultural Adjustment Administration Sugar Section



Issued August 23, 1938.

INSTRUCTIONS RELATIVE TO PREPARATION AND SUBMISSION OF SB-116, LABORER'S CLAIM FOR PAYMENT OF WAGES

(For Use by County Committees)

County committees were instructed in SB-113, Instructions for Preparation of Application for Payment Form, SB-110, to enter in Section VII of the application the names and addresses of all laborers who had not been paid in full and at rates not less than those determined by the Secretary to be fair and reasonable, for work performed in connection with the production, cultivation, or harvesting of the 1937 crop of sugar beets on the farming unit covered by the application. In the event the name or address of any such laborer was unknown at the time the application was prepared, committees were instructed to enter the word "unknown" in the appropriate column of Section VII.

Any laborer whose name or address was listed as "unknown" when an application was prepared, and who later makes known his desire to receive the amount of unpaid wages due him, may make claim for such amount on SB-116, Laborer's Claim for Payment of Wages. County committees should note that SB-116 may be used only in those cases in which a laborer's name or address was listed as "unknown" on an application. If any laborer received a check under an application and later presents a claim for an additional amount, such case shall be handled as an adjustment application in the manner set forth in SB-113B.

#### INVESTIGATION OF CLAIM

When a laborer writes to or appears before the county committee, representing that he is entitled to an amount which was withheld for payment of wages under an application, the committee should make such investigation as is deemed necessary to identify such laborer and to determine that he is entitled to the amount claimed. Such investigation may include inquiries of (1) the producers on the farming unit where the laborer claims to have performed the labor, (2) neighbors of such producers, (3) sugar company fieldmen, or (4) any other person who may be able to identify the laborer.

The county office copy of the application covering the farming unit on which the laborer claims to have worked shall be withdrawn from the file and examined. If the amount claimed by the laborer plus any amounts previously claimed by other laborers with respect to the same farming unit, exceeds the total amount withheld under such application for payments to laborers, it shall be determined whether the discrepancy is a result of an error in the execution of the application, or an overstatement on the part of the laborer, of the amount due him. In any event, claims by laborers with respect to the same farming unit, totaling more than the amount withheld under the application covering such farming unit, shall not be submitted to the State office, except in those

cases where a producer who has been overpaid, refunds the amount of such overpayment, thereby increasing the amount withheld under the application.

If it is determined that an error was made on the application, an adjustment application and statement of claim shall be prepared and submitted to the State office in the manner set forth in SB-113B.

When the county committee determines that a laborer is entitled to an amount which has been withheld under an application, SB-116 shall be prepared as hereinafter set forth.

#### PREPARATION OF SB-116

SB-116 shall be prepared in quadruplicate, original on SB-116 (white) and three copies on SB-116a (yellow).

Enter in the space provided in the upper right-hand corner the state and county code and serial number. The serial number to be assigned to an SB-116 shall be the same as the serial number of the application covering the farming unit on which the claimant (laborer) worked, except that it shall be followed by the letter a, b, c, etc., depending on the number of claims previously filed with respect to the same farming unit. For example, the first SB-116 filed with respect to a farming unit covered by an application with serial number 327 would be assigned serial number 327a; the second SB-116 filed with respect to the same application would be assigned serial number 327b; the third, 327c; etc.

Type or print the name of the claimant (laborer) in the space provided therefor in the upper right-hand corner.

Section I. Enter in the space provided in the first line of Section I, the amount claimed by and determined to be due the laborer for work performed in the production, cultivation, or harvesting of the 1937 sugar beet crop. Enter in the fourth line of Section I the name of the operator-producer of the farming unit on which such work was performed.

Enter in the space provided therefor the mailing address of the laborer.

Section II. Enter in the space provided therefor the State and county code and serial number of the application covering the farming unit on which the laborer performed the work with respect to which he is making claim.

Section III. There shall be entered in the space following the words "Additional Certification" any additional information which the county committee deems to be pertinent to the claim.

In addition to the foregoing, the committee shall enter in Section III a statement relative to the status of the producer or producers who sign in Section II, if such producer or producers are other than the producer or producers from whose payment the amount of the accrued, unpaid wages was deducted. For example, if the operator-producer is deceased, if such operator-producer has moved from the community, or if some producer other than the operator-producer owes the laborer an amount for accrued, unpaid wages, and if the signature

of another producer or producers is obtained in Section II as hereinafter set forth, there shall be entered in Section III a complete statement of the reason or reasons for the failure of the operator-producer to sign in Section II.

If there is insufficient space in Section III for the additional certification by the committee, a separate sheet of paper, identified by State and county code and serial number, shall be used for such certification and shall be securely fastened to the SB-116.

#### SIGNING OF SB-116

Section I. When SB-116 has been completed, the laborer shall be requested to sign in the space provided therefor in Section I of the original. The date of signing shall be entered in the space immediately to the left of the space for signature. If the laborer signs by mark or in other than English script, such signature must be witnessed by some person other than a producer on the farming unit on which the work, with respect to which claim is being made, was performed.

In most cases, it will be desirable that the laborer appear at the county office for the purpose of signing SB-ll6 in order that he may be positively identified as the laborer to whom the wage payment is due. However, if there is no question as to the identity of the laborer who is presenting the claim, and if such laborer is unable to call at the county office, SB-ll6 may be mailed to him. An envelope without postage, but with the name and address of the secretary of the county association typed or stamped thereon may be enclosed to facilitate the return of the SB-ll6. However, envelopes of the Agricultural Adjustment Administration must not be used for this purpose.

Section II. When the laborer has signed in Section I, the signature of the operator-producer shall be obtained in Section II. If the total amount due the laborer who is presenting the claim was deducted from the payment to the operator-producer, only the operator-producer need sign in Section II. However, if only a part of the amount due the laborer was deducted from the payment to the operator-producer and if the balance of such amount was deducted from the payment to another producer on the farming unit, such other producer, as well as the operator-producer, must sign in Section II. If the total amount due the laborer was deducted from the payment to a producer or producers other than the operator-producer, only the producer or producers from whose payment such amount was deducted need sign.

If all or a part of the amount due the laborer was deducted from the payment to a producer who has since died or who has moved from the community and cannot be located, the signature of some other producer on the farming unit, who is familiar with the facts of the case, shall be obtained. The date of signing shall be entered immediately to the left of each signature in Section II.

It should be noted that a full explanation as to the status of the person or persons who sign in Section II must appear in Section III.

Section III. When signatures have been obtained in Sections I and II in accordance with the foregoing instructions, a member of the county committee who is authorized to act on behalf of the county committee should examine SB-116 care-

fully to see that it has been properly prepared. The committeeman shall determine that any correction made in Section I with respect to the amount of the claim has been initialed by the laborer who signed in Section I and by the producer or producers who signed in Section II. Any correction made with respect to any other data on SB-116 shall be initialed by the committeeman.

If it appears to the committeeman that SB-116 has been properly prepared, he shall sign in the space provided therefor in Section III.

#### CASES INVOLVING DECEASED OR INCOMPETENT LABORERS

If a sugar beet laborer to whom wages are due and whose name or address was unknown at the time the application was prepared, dies before SB-116 is prepared, and if a representative of the estate of such laborer, or his heirs, appears at the county office and presents a claim for the amount due such deceased laborer, SB-116 shall be prepared and shall be signed in Section I by the representative of the estate or by the heirs of the deceased laborer. An explanation of the facts of the case shall be entered in Section III of SB-116. In addition, the representative of the estate or the heirs of the deceased shall execute Standard Form No. 1055, Application for Payment of Amounts due Deceased or Incompetent Civilian Employees, Officers and Enlisted Men in the Military Service and Public Creditors of the United States. Such form shall be executed in the manner set forth in instructions issued with respect to the agricultural conservation program, except that paragraph 3 shall be executed and paragraph 4 and items (b), (c), (d), and (e) under paragraph 6 need not be executed. No creditors of the decedent shall be entitled to any of the payment due such decedent.

In the case of a laborer who has been declared incompetent by a court of competent jurisdiction before presenting a claim for payment of wages due him, the legally appointed guardian or committee of the estate of such incompetent laborer should execute SB-116. In such case, as in the case of a deceased laborer, Form 1055 must be executed.

If a check has been issued in favor of a laborer who executed SB-116 and if such laborer dies before receiving such check, the check shall be returned to the Regional Disbursing Office and a claim for the proceeds of such check may be made by the legal representative of the estate of the deceased or by his heirs on Form 1055. Such claim shall be handled in the same manner as similar claims are handled under the agricultural conservation program, except that no claims by any creditors of the decedent shall be recognized. Similarly, claim may be made on Form 1055 by the guardian or committee of the estate of a laborer who was declared incompetent after executing SB-116 and before receiving the check in payment thereunder.

## TRANSMITTAL OF SB-116 TO STATE OFFICE

The county committee shall use the same transmittal sheet as that used in transmitting organ beet applications to the State office and shall prepare such transmittal sheet in the same manner, except that in place of the words "sugar beets" over the title of the transmittal sheet, the words "sugar beet labor claims" shall be entered.

Forms SB-116 shall be transmitted as soon as possible after completion thereof, although a reasonable time may be permitted to elapse between transmittals in order to avoid a large number of transmittals with only a few cases in each transmittal.

Myst Cop.

SR-113D
U. S. Department of Agriculture
Sugar Division

Issued March 22, 1939

AMENDMENT TO INSTRUCTIONS RELATIVE
TO PREPARATION AND SUBMISSION OF SB-116,
LABORER'S CLAIM FOR PAYMENT OF WAGES

SB-113C, Instructions Relative to Preparation and Submission of SB-116, Laborer's Claim for Payment of Wages, issued August 25, 1933, is hereby amended as follows:

1. The instructions relative to the preparation of Section III of SB-116 on pages 2 and 3 of SB-113C are amended by inserting the following paragraph immediately after the second paragraph thereof:

If the signatures of none of the producers on the farming unit can be obtained because of the death or disappearance of such producers or because of their refusal to sign SB-116 due to inability to identify the laborer, and if the representative of the sugar company or the labor contractor who employed such laborer is able to make the certification in Section II, the county committee shall enter in Section III a complete statement of the reason or reasons for the failure of the producer or producers to sign in Section II and shall identify the person who does sign in Section II.

2. The instructions relative to the signing of Section II of SE-116 on page 3 of SB-113C are amended by inserting the following paragraph immediately following the second paragraph thereof:

If the signatures of none of the producers can be obtained in Section II, the signature of the representative of the sugar company or the labor contractor who employed the laborer may be obtained in Section II. The identity of the person signing should be indicated beneath the signature.



SB-114 - (NCR)
U. S. DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration

Issued April 29, 1938.

INSTRUCTIONS RELATIVE TO TRANSMITTING APPLICATIONS FOR PAYMENT TO STATE OFFICES AND INSTRUCTIONS FOR HANDLING SUSPENDED APPLICATIONS FOR PAYMENT

(For Use by County Committees)



## Transmittal of Applications to State Office.

Form NCR-124, Transmittal Sheet for Transmittal of Applications for Payment to State Office, which was used in connection with the 1937 Agricultural Conservation Program in the North Central Region, shall be used in transmitting applications for payment under the 1937 Sugar Beet Program in the North Central Region to the office of the State committee. When this form is used in connection with the 1937 Sugar Beet Program in the North Central Region, the words "SUGAR BEETS" shall be typed in the center of the form above the title.

The first transmittal of applications shall consist of not less than 100 applications unless the total number of applications for the county is less than 200, in which event the first transmittal shall consist of not less than 50 percent of the total number of applications for the county.

Before applications are transmitted to the office of the State committee determine that all producers named in Section VIII thereof have signed in Section I or Section III, whichever is applicable. In the event the signature of a producer other than the operator-producer cannot be obtained because it has been impossible to locate such producer or because such producer refused to sign, the application may be transmitted provided a certification over the signature of a county committeeman is attached thereto setting forth the reason for the failure of such producer to sign. Every effort should be made to obtain the signatures of all producers on an application before transmittal to the State office, since the failure of a producer to sign will necessitate the preparation of a supplemental application for such producer if he later desires to make application for his share of the payment under the application. In any event, the signature of the operatorproducer and the signatures of all other producers from whose payments amounts are to be deducted for payments to laborers must have been obtained before the transmittal to the State office. The failure of any such producer to sign will result in suspension of the application in the State office.

If an application covers more than one tract, SB-105A must have been prepared and the original and first copy thereof must accompany the application when it is transmitted to the State office. A tract is defined in SB-102 as any portion of a farming unit on which a crop of sugar beets was planted for harvest in 1937 in which at least one producer has a different interest from that which he has in the sugar beet crop on any other portion of the farming unit.

When a sufficient number of applications has been completed and checked and are ready for transmittal to the State office, NCR-124 shall be prepared in

triplicate. All data on NCR-124 shall be typed. Enter the words "SUGAR BEETS" above the title of the form. Enter at the top of the form the State and county code, the name of the State, the name of the county, and the sheet number. The number "1" shall be assigned to the first sheet prepared and subsequent sheets thereof shall be numbered consecutively. The sheets of NCR-124 in a second or subsequent transmittal shall be numbered beginning with the number next succeeding the last sheet number in the previous transmittal. For example, if there were three sheets in the first transmittal, the first sheet in the second transmittal shall be assigned sheet No. 4. Enter in the first space on the line beneath the name of the State the number of sheets of NCR-124 being transmitted; enter in the second space the number of the first sheet being transmitted; and example, if sheets 11, 12, 13, and 14 are being transmitted, the line beneath the name of the State shall read, "Number of sheets included in transmittal 4, numbered 11 to 14, inclusive."

Arrange the applications which are ready for transmittal in serial number order and list the serial numbers in Section I of NCR-124. Not more than 50 serial numbers shall be listed on one sheet of NCR-124. Enter in the first space in the last line of Section I of each sheet of NCR-124 the total number of serial numbers listed in such Section I. Make no further entries on NCR-124.

The originals and first copies of Forms SB-110, the originals and first copies of Forms SB-105A, if any, and the originals and first copies of Forms NCR-124 shall then be forwarded to the State office.

## Instructions for Handling Suspended Applications.

All applications will be checked upon receipt in the State office. If it is discovered that an error has been made, that a correction has not been properly initialed, or that a signature has been improperly affixed, the applications will be returned to the county office for correction. A memorandum indicating the nature of the error will accompany each suspended application when it is returned to the county office.

If an error in basic data or an error in computation is found in the State office and such error results in a change in the amount of payment due one or more applicants, such error shall be corrected and each such correction must be initialed by each producer whose payment is affected by the correction. If a correction is made in item 17 of Section V of an application, such correction must be initialed by all producers whose names appear in Section V. Any correction in Section VII must be initialed by each producer from whose payment an amount is to be deducted for payments to laborers. If a correction is made in Section VIII of an application, only the producer whose payment is affected need initial such correction.

Any correction which does not affect the payment due one or more producers need be initialed only by the county committeeman who signed in Section IX.

Applications for payment which have been returned to the county office for correction shall not be listed on the same sheet of NCR-124 with applications

which are being transmitted to the State office for the first time. The word "CORRECTED", as well as the words "SUGAR BEETS" shall be entered above the title of NCR-124 to indicate that the applications listed thereon have been previously transmitted to the State office.

## Instructions for Mailing Applications.

If the forms to be mailed weigh less than 4 pounds, such forms may be sent by the United States Postal Service without charge if it is indicated on the package that the Government free mailing privilege is being used. If the forms to be mailed weigh 4 pounds or more, they should be sent by parcel post in which case the postage shall be prepaid. No letters or correspondence of any nature should be included in packages weighing 4 pounds or more which are sent by parcel post.

SB-114 (WR)

U. S. Department of Agriculture Agricultural Adjustment Administration Issued April 25, 1938.

## INSTRUCTIONS RELATIVE TO TRANSMITTAL OF APPLICATION FOR PAYMENT FORM, SB-110, TO STATE OFFICE

(For Use by County Committees)

#### Use of Form WR-122. Transmittal Sheet for 1937 Applications for Payment.

- 1. Applications for payment, computed and reviewed in accordance with the provisions of SB-113, together with SB-105A (to be used only when there is more than one tract in the farming unit) shall be listed on Forms WR-122 and forwarded to the State office.
- 2. Form WR-122 shall be prepared in quadruplicate; the original shall be forwarded to the State office by letter mail; two copies shall accompany the applications for payment, to be forwarded by parcel post or express, to the State office; one copy shall be retained in the county office.
  - (a) After the State office has received the applications, together with SB-105A, when required, one copy of Form WR-122 will be receipted and returned to the county office.

#### How to Fill Out Form WR-122.

- 1. In the center of the form above the title insert the words "SUGAR BEETS."
- 2. In the spaces provided in the upper right-hand corner of the form enter the State and county code and the name of the State and county.
- 3. In column (a) enter the application serial numbers.
- 4. In column (c) enter the name of the operator-producer.
- 5. In column (f) strike out "WR" and insert "SB"; also, following "105" insert "A". If SB-105A is transmitted, enter a check mark (/) in this column.

#### Resubmitting Suspended Applications.

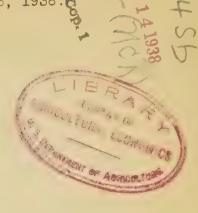
1. Applications suspended by the State office or the General Accounting Office and returned to the county office shall, after the proper correction/s have been made, be resubmitted to the State office on subsequent transmittal sheets, Form WR-122. Where original applications are also transmitted on the same sheet, such resubmitted applications must be listed at the bottom of the transmittal sheet, and the notation "Resubmitted Items" must precede such listing.

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Issued May 16, 1938.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO HANDLING 1937 SUGAR BEET APPLICATIONS FOR PAYMENT IN STATE APPLICATION FOR PAYMENT SECTIONS IN THE NORTH CENTRAL REGION.



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# UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION NORTH CENTRAL DIVISION

#### GENERAL

The instructions contained herein shall be followed in Application for Payment Sections in the State offices in the North Central Region in handling sugar beet applications for payment and related forms.

# QUESTIONS PERTAINING TO PROCEDURE

Members of the State committee and all persons in the Application for Payment Section who are to handle sugar beet applications should become thoroughly familiar with the instructions contained herein and with all other pertinent provisions and instructions relating to the Sugar Act of 1937 and the 1937 Sugar Beet Program in the North Central Region. Deviation from these instructions will not be permitted. Any question relative to the procedure to be followed in any case should be referred to the person in charge of the unit where the question arises, or to the person in charge of the Application for Payment Section if the person in charge of the unit is unable to satisfactorily answer the question. If the question is not covered by the instructions contained herein, such question shall be referred to the Director of the North Central Division.

#### CHANGES AND CORRECTIONS

No change or correction shall be made in any form used in connection with the 1937 Sugar Beet Program unless such change or correction is specifically authorized by these instructions. In making changes or corrections, except as otherwise authorized, draw a line through the incorrect entry in such a manner that the entry will remain legible and insert the correct entry in the nearest available space.

#### DEFINITION OF TERMS

As used herein, the following terms shall have the following meanings:

- 1. Application means SB-110 entitled "Application for Payment 1937 Sugar Beet Program".
- 2. 1937 Sugar Beet Program means the program for making payments with respect to the 1937 crop of sugar beets pursuant to the Sugar Act of 1937.
- 3. Transmittal means all applications which are transmitted from a county office to the State office at one time.
- 4. Lot means all applications the serial numbers of which are listed on one sheet of NCR-124.
- 5. Lot Number means the number assigned to a lot. Such number shall be the same as the sheet number of NCR-124.
- 6. Suspended Case means an application which must be returned to the county office for correction or which cannot be approved without

additional information.

#### FORMS USED

Forms used in connection with the 1937 Sugar Beet Program will be referred to in these instructions by form number rather than by title. The numbers and titles of forms to be used in the Application for Payment Sections are as follows:

NCR-124 - Transmittal Sheet for Transmittal of Applications for Payment to State Office.

RF-101A - Record of Progress of Applications for Payment

RF-102 - This form is used to certify indebtedness to the United States Government.

RF-103 - Release of lots and Suspended Cases.

RF-104 - Suspension Sheet.

RF-105 - Transmittal Correction Sheet.

SB-105A - Supplement to Farming Unit Report.

SB-105B - Scale of Rates.

SB-109 - Listing Sheet - 1937 Sugar Beet Program.

SB-110 - Application for Payment - 1937 Sugar Beet Program.

S-1 - Public Voucher for 1937 Sugar Payments - Continuation Sheet (Original)

S-2 - Public Voucher for 1937 Sugar Payments (Original)

S-3 - Schedule of Disbursements (Sugar Payments)

### FRACTIONS

All acreage and tonnage figures and all figures relative to hundred-weights must have been expressed in tenths except item 3 of Section V of SB-110 which must have been expressed in thousandths. All figures relative to amounts of money must have been expressed in dollars and cents and all percentage figures must have been expressed in tenths of a percent except item 2 of Section V of SB-110 which must have been expressed in hundredths of a percent. In rounding fractions the following rules shall govern:

1. In rounding to tenths of a unit disregard all figures beyond the second decimal place, and if the second decimal place is five or less, it must have been dropped or if it is 6 or more, it must have been regarded as a tenth of a unit.

For example:

10.458 must be expressed as 10.4. 10.463 must be expressed as 10.5.

2. In rounding to hundredths of a unit, disregard all figures beyond the third decimal place and if the third decimal place is 5 or less it must have been dropped or if it is 6 or more it must have been regarded as a hundredth of a unit.

For example:

10.48765 must be expressed as 10.49. 10.48555 must be expressed as 10.48.

3. In rounding to thousandths of a unit disregard all figures beyond the fourth decimal place and if the fourth decimal place is 5 or less, it must have been dropped or if it is 6 or more it must have been regarded as a thousandth of a unit.

For example:

10.487685 must have been expressed as 10.488. 10.487599 must have been expressed as 10.487.

# UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION NORTH CENTRAL DIVISION

## PART I - RECORDS UNIT

- I. Instructions to Receiving Clerks.
  - 1. When Forms SB-110 and related forms and papers are received, stamp on the back of each sheet of such forms the date of receipt.
    - a. Enter in the space provided therefor in the upper right-hand corner of NCR-124 the date of receipt of such form.
    - b. When Forms SB-105A are included in a transmittal determine that each SB-105A is fastened to the SB-110 bearing the same serial number.
  - 2. When Forms SB-110 accompanied by NCR-124 are received, two clerks working together shall check the serial numbers on Forms SB-110 against the serial numbers on NCR-124. Enter a check mark (\sqrt\) to the right of each serial number on NCR-124 for which there is included in the transmittal an SB-110 with a corresponding serial number.
    - a. If an SB-110 is received and the serial number on such form is not listed on NCR-124, enter such serial number in Section I of NCR-124 and correct the total in the last line of Section I. Initial all such corrections. When such a correction is made on NCR-124, prepare RF-105. Enter in the upper right-hand corner of such form the State and county code and the date of preparation of the form. Strike the phrase "NCR-119" from the line below the title of the form. Enter in column (a) the sheet number of NCR-124 to which the addition has been made and in column (b) the serial number which has been added. Enter in column (c) the words "SB-110 not previously listed on NCR-124."
    - b. If an SB-110 is missing for a serial number which is listed on NCR-124, draw a line through such serial number and correct the total in the last line of Section I. Initial all such corrections. Enter on RF-105 in column (a) the sheet number of NCR-124 upon which such correction was made; enter in column (b) the serial number which was deleted from NCR-124; and enter in column (c) the words "SB-110 not included in transmittal".
    - c. If the State and county code has not been entered on an SB-110 or an SB-105A, make such entry. If a serial number has not been entered on an SB-110 or SB-105A, enter such serial number if it can be determined from NCR-124 or from SB-109. If such serial number cannot be determined, prepare and attach RF-104 to such SB-110 or SB-105A.
    - d. After all corrections have been made on NCR-124 and after RF-105 has been prepared, transmit RF-105 to the Clearance Unit.

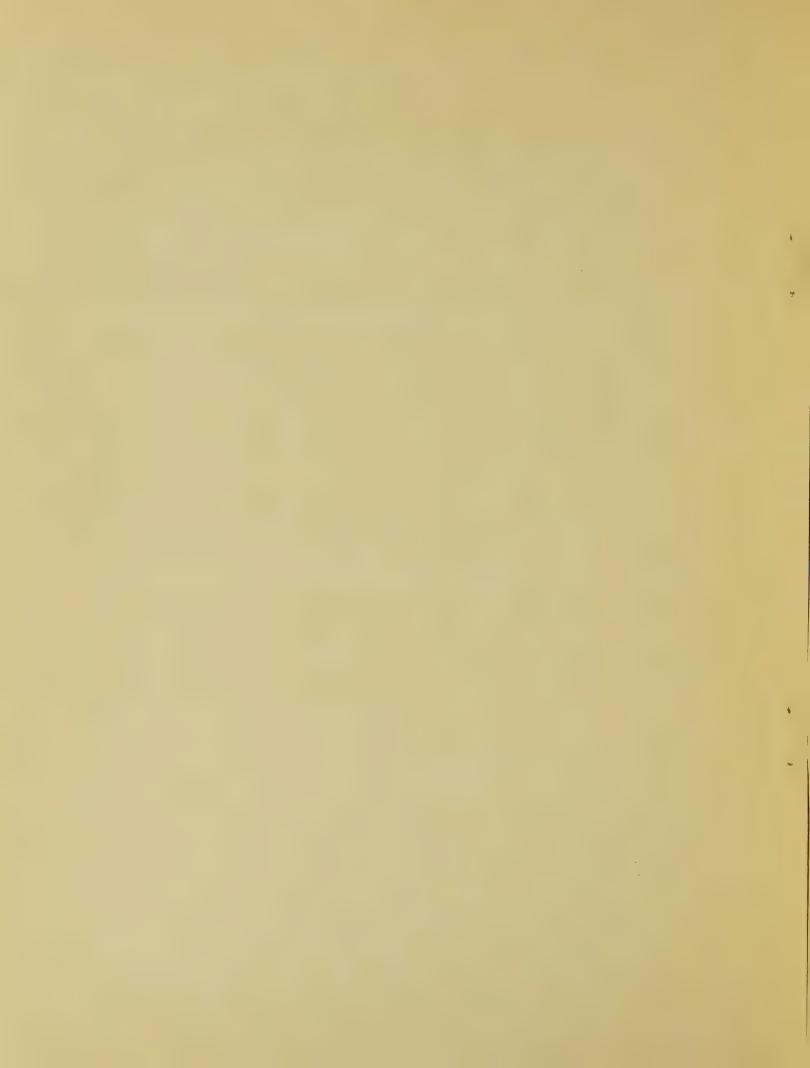
- 3. Check the names of all persons whose names appear in Section VIII of SB-110 against the Register of Indebtedness to determine whether any of such persons is indebted to the United States Government. If it appears that any of such persons is indebted to the United States Government, prepare a pencil copy of RF-102 and attach such form to SB-110 on which such person's name appears.
- 4. After Forms SB-110 have been checked against the Register of Indebtedness, such forms shall be separated into lots. Each lot shall include the Forms SB-110, the serial numbers of which are listed on one sheet of NCR-124. Both receiving clerks shall then sign and enter the date in the spaces provided therefor in Section III, item 1 of each sheet of NCR-124, and release the transmittal to the record clerk.
- 5. Upon receipt of Form NCR-124 marked "corrected" forward such forms and the forms SB-110 entered thereon to the Clearance Unit.

# II. Instructions to Record Clerk.

- 1. Before Forms SB-110 are received in the Records Unit, prepare RF-101A for each county agricultural conservation association in the State from which Forms SB-110 will be received. Enter in the spaces provided therefor in the upper right-hand corner of the form the State and county code and the name of the county. Enter the letters "SB" in the upper left-hand corner following the form number. Enter under the words "Date received" in Section II, column (b) of RF-101A, the words "Examination Unit". Delete the word "Examination" in Section II, column (c) of RF-101A and enter in lieu thereof the word "Computation".
- 2. Upon receipt from the receiving clerk of a transmittal of Forms SB-110 accompanied by NCR-124 enter in Section 1, column (a) of RF-101A the date of receipt of the Forms SB-110. Such date may be obtained from the upper right-hand corner of NCR-124. Enter in Section 2, column (a) of RF-101A the lot numbers of the lots in such transmittal. The sheet number of NCR-124 is the lot number. Enter in column (f) the number of Forms SB-110 in each lot. In the case of a second or subsequent transmittal from a county, determine that the sheet number of the first sheet of NCR-124 is the next consecutive number after the last number listed on RF-101A for such county. In case of duplication of numbers, change the numbers of the sheets in the transmittal just received so that all numbers from the county are in consecutive order. If a number has been omitted, for example, if the last lot number entered is 8 and the number of the first sheet in the next transmittal is 10, do not change the

sheet numbers on the transmittal just received. In either case prepare RF-104 indicating thereon the nature of the discrepancy in sheet numbers and send RF-104 to the Clearance Unit. If the word "Corrected" has been entered above the title of one of the sheets of NCR-124 in a second or subsequent transmittal, make postings on RF-101A for such sheet in red pencil. Do not include the red pencil entries in column (f) in the total for such column.

- 3. Sign and enter the date in the spaces provided therefor in Section III, item 2 of each sheet of NCR-124 and place the sheet of NCR-124 on top of the Forms SB-110 for such lot.
- 4. Prepare RF-103 in duplicate. Enter in the upper right-hand corner the State and county code. Enter the letters "SB" following the form number in the upper left-hand corner of the form. Enter the words "Examination Unit" in the space following the words "Released to" and enter the date in the second line beneath the title of the form. Enter in column (a) the lot numbers of the lots in the transmittal and enter in column (b) the number of Forms SB-110 in each lot. Make no entries in columns (c) to (g), inclusive. Release the lots, together with the originals of NCR-124 and the copy of RF-103 to the Examination Unit. Obtain the signature of a representative of the Examination Unit on the original of RF-103. Enter the date of release of such lots in Section II, column (b) of RF-101A.
- 5. Upon receipt of Forms RF-103 showing the release of Forms SB-110 to the Computation Unit, the Payment Schedule Unit and the General Accounting Preaudit Office, enter the dates of release in Section II, columns (c), (d), and (e), respectively. Enter in Section II, columns (g), (h), (i), (j), and (k) of RF-101A the data called for in the headings of such columns.



# UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION NORTH CENTRAL DIVISION

# PART II - EXAMINATION UNIT

#### CLERKS

The personnel of the Examination Unit shall consist of examination clerks who shall use blue pencil.

#### ERRORS AND CORRECTIONS

If in the examination of SB-110 an error is found, prepare and attach RF-104 to such SB-110 indicating thereon the nature of the error. Indicate on RF-104 the entry as corrected and the incorrect entry. If any error is found which affects the amount of payment due under SB-110, draw a light line through the incorrect entry and insert in lieu thereof the correct entry. SB-110 will be submitted in duplicate and consequently it will be necessary to examine the original and copy of such forms. Make all additions or corrections necessary on the duplicate yellow copy of SB-110 to make such copy agree with the original. All of such additions and corrections must be made in blue pencil. Complete the examination of SB-110 even though such form is to be suspended.

# INITIALS

Each correction appearing on an application must have been initialed by the county committeeman whose signature appears in Section IX, or by each producer whose payment is affected by such correction.

#### SIGNATURES

In checking the signatures of applicants against the printed names and in designating the names of applicants as they are to appear on the checks to be issued to such applicants, follow the procedure set forth in NCR-State 108, Part II, Section IX. Signatures appearing in Sections I, II, and III must have been affixed in accordance with the instructions set forth in ACP-16.

#### I. Instructions for Examination of Forms SB-110.

- 1. Determine that the following data appear in the upper right-hand corner of SB-110.
  - a. The State and county code and serial number.
  - b. The name of the operator-producer.
  - c. The name of the beet sugar factory.
- 2. Determine that no deletions or alterations have been made in any of the printed matter appearing on SB-110.

- 3. Determine that the operator-producer has signed in Section I in the space provided for his signature and that a date has been entered opposite his signature.
- 4. Make the following determinations with respect to Section II.
  - a. If the signature of a producer appears in Section II, determine that the name of the sugar company with which such producer was connected is shown in the second line of this section.
  - b. Determine that a date has been entered to the left of the signature.
- 5. Make the following determinations with respect to Section III.
  - Check the signatures of the applicants in Section III against the printed names of such applicants in Section VIII. If any producer other than the operator-producer or other than a producer opposite whose name there is an entry in Section VIII, column (5), failed to sign in Section III, determine that a satisfactory statement of explanation relative to the failure to sign, over the signature of a member of the county committee, is attached to the application. If the statement of explanation relative to the failure to sign is found to be satisfactory, encircle the entry in Section VIII, column (6) opposite the name of the person who failed to sign. If the statement of explanation relative to the failure to sign is found to be unsatisfactory, or if there is no statement of explanation attached, prepare and attach RF-104 indicating that one of the producers failed to sign. If the operator-producer or any other producer opposite whose name there is an entry in Section VIII, column (5), failed to sign an application, prepare and attach RF-104, irrespective of whether an explanation relative to such failure to sign is attached.
  - b. Determine that the date of signing has been entered opposite the signature of each applicant in Section III.
- 6. Make the following determinations with respect to Section V.
  - a. If there is an entry other than "XX" in item 1 determine that there are entries in items 2, 3, and 4.
  - b. Determine that the average sugar content has been entered either in item 2(a) or item 2(b). If the sugar beets processed in 1937 by the factory named in the upper right-hand corner of the application were contracted to be marketed under "individual test" contracts, determine that

an entry appears in item 2(a). If such sugar beets were contracted to be marketed under other than "individual test" contracts, determine that an entry appears in item 2(b). In all States except Nebraska this entry will appear in item 2(b). In Nebraska, examining clerks will be furnished with a list showing the names of the factory districts and whether sugar beets in such factory districts were contracted to be marketed under "individual test" contracts or other than "individual test" contracts. Determine that the entry in item 2(b) on all applications bearing the same factory name is the same.

- c. Determine the correctness of the entry in item 3 as follows:
  - (1) If an entry appears in item 2(a), determine that the entry in item 3 is the correct rate of commercially recoverable sugar per ton of sugar beets as shown on SB-111 for sugar beets of the same percentage of sugar content.
  - (2) If an entry appears in item 2(b), determine that the entry in item 3 is the result obtained by multiplying the entry in item 2(b) by 0.194. This multiplication should have been made with respect to the percentage of sugar content for each factory to which sugar beets in the State are contracted to be marketed and the result of the multiplication should be available to the examiner before applications from any county are examined in order that this comparison may be made.
- d. Determine, that the entry in item 6 is not in excess of the entry in item 5.
- e. If an entry other than "XX" appears in item 7, determine that the cause of abandonment has been entered in the space provided therefor and that such cause is one of the following:

Drought Freeze
Flood Disease
Storm Insects

Determine also that the initials of the county committeeman who signed in Section IX appear in Section VI to the left of the space for the signature of a representative of the State committee.

f. If an entry other than "XX" appears in item 13 and if a cause of deficiency has been entered in the space provided therefor, above item 11, determine that such cause is one of the causes specified in

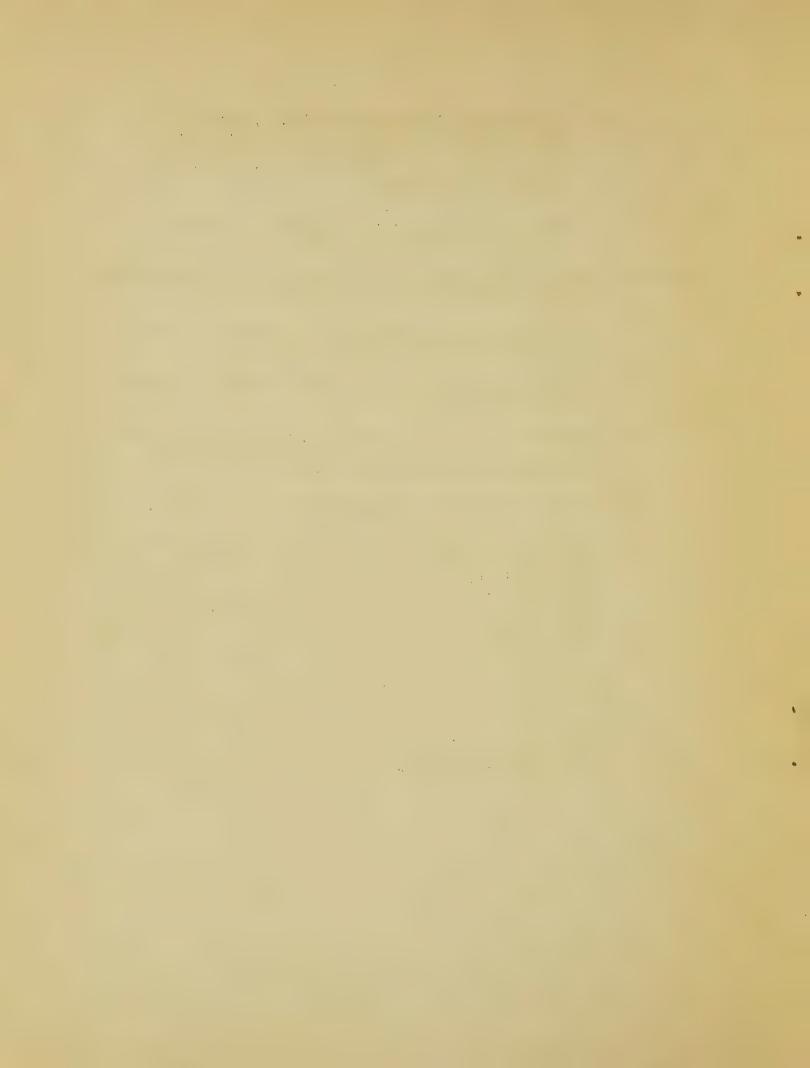
the preceding item e. If a cause of deficiency has been entered in the space provided above item 11, determine that the initials of the county committeeman who signed in Section IX appear in Section VI to the left of the space for the signature of a representative of the State committee.

- g. Determine that the rate of deduction for county association expenses entered in item 16 is the correct rate for the State.
- 7. If the cause of abandonment or deficiency or both is shown in Section V and the committeeman's initials have been entered in Section VI, refer the application to the person designated by the State committee to approve the abandonment or deficiency payment. Such representative will
  - a. Sign his name in Section VI if the county committee's recommendation is approved.
  - b. Prepare and attach RF-104 if the recommendation of the county committee is disapproved.
- 8. Make the following determinations with respect to Section VII.
  - a. The name and address of each unpaid laborer should appear in columns (1) and (2). If the full name of a laborer or his address is unknown, the word "unknown" should appear in column (1) or (2), whichever is applicable.
  - b. If the name and address of an unpaid laborer have been entered in columns (1) and (2), determine that the amounts in columns (3) and (4) opposite the name of such person are the same.
  - c. If the word "unknown" has been entered in either column (1) or column (2) or if only the surname of the laborer is entered in column (1), enter in column (4) the entry on the same line in column (3) and circle such entry. Also, if an entry has already been made in column (4) opposite an unknown or incomplete name or address, circle such entry.
- 9. Make the following determinations with respect to Section VIII.
  - a. Determine that the address of each person whose signature appears in Section I or Section III has been entered in column (2) opposite the name of such person.

- b. If an SB-105A is attached to SB-110, determine that the percentage in column (3) opposite the name of each producer is the same as the percentage shown opposite the name of such producer in Section II, column (7) of SB-105A.
- c. Determine that the total of column (5) is equal to the total of Section VII, column (3).
- 10. Determine that a member of the county committee has signed in Section IX on behalf of the county committee.
- 11. If the application is regular in all respects, initial the lower left-hand corner of the form.
- 12. Sign and enter the date in the space provided in Section III, item 4 of NCR-124.
- 13. Upon completion of the examination of all applications in the lot, release the lot to the person designated to release transmittals of Forms SB-110.

## II. Instructions for Release of Transmittal of Forms SB-110.

1. Prepare RF-103 in duplicate. Enter in the upper right-hand corner the State and county code. Enter the letters "SB" following the form number in the upper left-hand corner of the form. Enter the words "Computation Unit" in the space following the words "Release to" and enter the date in the second line beneath the title of the form. Enter in column (a) the lot numbers of the lots in the transmittal and enter in column (b) the number of Forms SB-110 in each lot. Make no entries in columns (c) to (g), inclusive. Release the lots together with the originals of NCR-124 and the copy of RF-103 to the Computation Unit. Obtain the signature of a representative of the Computation Unit on the original of RF-103 and forward it to the record clerk in the Records Unit.



# UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION NORTH CENTRAL DIVISION

## PART III - COMPUTATION UNIT

#### CLERKS

The personnel of the Computation Unit shall consist of computing clerks who shall use red pencil.

## ERRORS AND CORRECTIONS

When an error is found, delete the incorrect entry by drawing a line through such entry in such a manner as will leave the original entry legible, and enter the correct entry in the nearest available space. All corrections must be made on both the original and the duplicate copy of SB-110 and SB-105A. Prepare and attach RF-104 to every case in connection with which a correction is made.

- I. <u>Instructions to Computing Clerks for Making Computations on SB-105A.</u>
  - 1. Review computations in Section I as follows:
    - a. Verify the totals of columns (2), (4), (5), (6), (7), (9), (11), and (12).
    - b. Determine that the total of column (4) is equal to the result obtained by multiplying the total of column (2) by the entry in column (3).
    - c. Determine that the total of column (5) is equal to the result obtained by multiplying the total of column (4) by 0.8.
    - d. Determine that each entry in column (7) is equal to the result obtained by subtracting from the entry on the same line in column (5) the entry on the same line in column (6), or that a zero (0) has been entered if the entry in column (6) is greater than the entry in column (5).
    - e. Determine that the amount entered in the space for the total of column (8) is equal to the result obtained by subtracting from the total of column (5) the total of column (6).
    - f. Determine that the entry in the box heading of column (8) is equal to the result obtained by dividing the amount entered in the space for the total of column (8) by the total of column (7).

- g. Determine that the total of column (11) is equal to one-third of the result obtained by multiplying the total of column (9) by the entry in column (3).
- h. Determine that the total of column (12) is equal to the sum of the totals of columns (6), (8), and (11) and that such total is also equal to the entry in Section V. item 14 of SB-110.
- 2. Review entries and computations in Section II as follows:
  - a. Verify the totals of columns (5), (6), and (7).
  - b. Determine that the totals of columns (5) and (6) are each the same as the total of Section I, column (12).

# II. Instructions to Computing Clerks for Making Computations on SB-110.

- 1. Verify the entries and computations in Section IV as follows:
  - a. If the entry in item 1 is equal to or greater than the entry in Section V, item 5, no further entries need appear in Section IV.
  - b. If the entry in item 1 is less than the entry in Section V, item 5, determine that the entry in item 2 is not less than 20 percent of the difference between the entries in Section V, item 5 and Section IV, item 1.
  - c. If the entry in item 2 is less than 20 percent of the difference between Section V, item 5 and Section IV, item 1, determine that item 5 is not less than one-third of Section V, item 5.
  - d. If the entry in item 2 is less than 20 percent of the difference between Section V, item 5 and Section IV, item 1, and the entry in item 5 is less than one-third of Section V, item 5, prepare and attach RF-104 indicating thereon that the farming practice requirements have not been met and that payment cannot be made under such application.
- 2. Verify the entries and computations in Section V as follows:
  - a. Determine that item 4 equals the result obtained by multiplying item 1 by item 3.
  - b. Determine that the entry in item 7, if any, is not in excess of the result obtained by subtracting the entry in item 6 from the entry in item 5.
  - c. Determine that item 9 equals the result obtained by multiplying item 7 by item 8.

# UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION NORTH CENTRAL DIVISION

# PART III - COMPUTATION UNIT

#### CLERKS ...

The personnel of the Computation Unit shall consist of computing clerks who shall use red pencil.

# ERRORS AND CORRECTIONS

When an error is found, delete the incorrect entry by drawing a line through such entry in such a manner as will leave the original entry legible, and enter the correct entry in the nearest available space. All corrections must be made on both the original and the duplicate copy of SB-110 and SB-105A. Prepare and attach RF-104 to every case in connection with which a correction is made.

- I. Instructions to Computing Clerks for Making Computations on SB-105A.
  - 1. Review computations in Section I as follows:
    - a. Verify the totals of columns (2), (4), (5), (6), (7), (9), (11), and (12).
    - b. Determine that the total of column (4) is equal to the result obtained by multiplying the total of column (2) by the entry in column (3).
    - c. Determine that the total of column (5) is equal to the result obtained by multiplying the total of column (4) by 0.8.
    - d. Determine that each entry in column (7) is equal to the result obtained by subtracting from the entry on the same line in column (5) the entry on the same line in column (6), or that a zero (0) has been entered if the entry in column (6) is greater than the entry in column (5).
    - e. Determine that the amount entered in the space for the total of column (8) is equal to the result obtained by subtracting from the total of column (5) the total of column (6).
    - f. Determine that the entry in the box heading of column (8) is equal to the result obtained by dividing the amount entered in the space for the total of column (8) by the total of column (7).

- g. Determine that the total of column (11) is equal to one-third of the result obtained by multiplying the total of column (9) by the entry in column (3).
- h. Determine that the total of column (12) is equal to the sum of the totals of columns (6), (8), and (11) and that such total is also equal to the entry in Section V, item 14 of SB-110.
- 2. Review entries and computations in Section II as follows:
  - a. Verify the totals of columns (5), (6), and (7).
  - b. Determine that the totals of columns (5) and (6) are each the same as the total of Section I, column (12).

# II. Instructions to Computing Clerks for Making Computations on SB-110.

- 1. Verify the entries and computations in Section IV as follows:
  - a. If the entry in item 1 is equal to or greater than the entry in Section V, item 5, no further entries need appear in Section IV.
  - b. If the entry in item 1 is less than the entry in Section V, item 5, determine that the entry in item 2 is not less than 20 percent of the difference between the entries in Section V, item 5 and Section IV. item 1.
  - c. If the entry in item 2 is less than 20 percent of the difference between Section V, item 5 and Section IV, item 1, determine that item 5 is not less than one-third of Section V, item 5.
  - d. If the entry in item 2 is less than 20 percent of the difference between Section V, item 5 and Section IV, item 1, and the entry in item 5 is less than one-third of Section V, item 5, prepare and attach RF-104 indicating thereon that the farming practice requirements have not been met and that payment cannot be made under such application.
- 2. Verify the entries and computations in Section V as follows:
  - a. Determine that item 4 equals the result obtained by multiplying item 1 by item 3.
  - b. Determine that the entry in item 7, if any, is not in excess of the result obtained by subtracting the entry in item 6 from the entry in item 5.
  - c. Determine that item 9 equals the result obtained by multiplying item 7 by item 8.

- d. Determine that item 10 equals the result obtained by dividing the entry in item 9 by 3.0.
- e. Determine that item 11 equals the result obtained by multiplying item 6 by item 8.
- f. Determine that item 12 equals the result obtained by multiplying item 11 by 0.8.
- g. Determine that item 13 equals the result obtained by subtracting item 4 from item 12.
- h. Determine that item 14 equals the sum of the entry in item 4 and the entries in items (10) and (13) which are not encircled.
- i. Determine that item 15 equals the result obtained by multiplying item 14 by \$0.60 unless item 14 is greater than 10,000. If item 14 is greater than 10,000, prepare SB-105B in duplicate in accordance with the instructions set forth thereon, and determine that the entry in item 15 agrees with the total of column (5) of SB-105B. Staple the original of SB-105B to the original of SB-110 and the copy of SB-105B to the copy of SB-110.
- j. Determine that item 16 equals the result obtained by multiplying item 15 by the percentage rate of deduction for county association expenses.
- k. Determine that item 17 equals the result obtained by subtracting item 16 from item 15.
- 2. Verify the entries and computations in Section VII as follows:
  - a. Determine that the total for column (3) equals the sum of the entries in column (3).
  - b. Determine that the total entered for column (4) is the sum of the entries in such column which are not encircled. Correct such total if necessary.
- 3. Verify the entries and computations in Section VIII as follows:
  - a. Determine that each entry in column (4) equals the result obtained by multiplying the entry on the same line in column (3) by the entry in Section V, item 17.
  - b. Determine that each entry in column (6) equals the result obtained by subtracting the entry on the same line in column (5) from the entry on the same line in column (4). If an entry in column (5) is greater than the entry on the same line in column (4), prepare and attach RF-104 to SB-110 indicating such fact.

- c. Determine that the total for column (4) equals the sum of the entries in column (4) and that such total is also equal to the entry in Section V, item 17. Allowance may be made for the rounding of fractions.
- d. Determine that the total for column (6) equals the sum of the entries in column (6). If there are circled entries in column (6), circle the total of column (6) and enter the total of the entries which are not encircled.
- 4. Upon completion of the work in connection with the verification of the computations on SB-110, sign and enter the date in Section III, item 5 of NCR-124 and release the lot to the person designated to release transmittals of Forms SB-110.

# III. Instructions for Release of Transmittals of Forms SB-110.

- 1. Enter in Section II on the NCR-124 for each lot, the serial numbers of the suspended cases in such lot, and the serial numbers of the cases to which RF-102 has been attached. Enter the total number of cases listed in Section II in the space provided therefor.
- 2. Prepare RF-103 in triplicate. Enter in the upper right-hand corner the State and county code. Enter the letters "SB" following the form number in the upper left-hand corner of the form. Enter the words "Payment Schedule Unit and Clearance Unit" after the words "Released to" and enter the date beneath the title of the form. Enter in column (a) the numbers of the lots in the transmittal, and in column (b) the number of cases in each lot which are being released to the Payment Schedule Unit. Enter in column (c) the number of suspended cases in each lot, and enter in columns (d), (e), (f), and (g) the serial numbers of all suspended cases in the transmittal.
- 3. Release all suspended cases in the transmittal together with the second copy of RF-103 to the Clearance Unit. Obtain the signature of a representative of the Clearance Unit in the space provided on the original RF-103. Release all approved Forms SB-110 in the transmittal together with the first copy of RF-103 and NCR-124 to the Payment Schedule Unit. Obtain the signature of a representative of the Payment Schedule Unit in the space provided on the original RF-103 and send the original RF-103 to the record clerk in the Records Unit.

SB-105B U. S. Department of Agriculture Agricultural Adjustment Administration

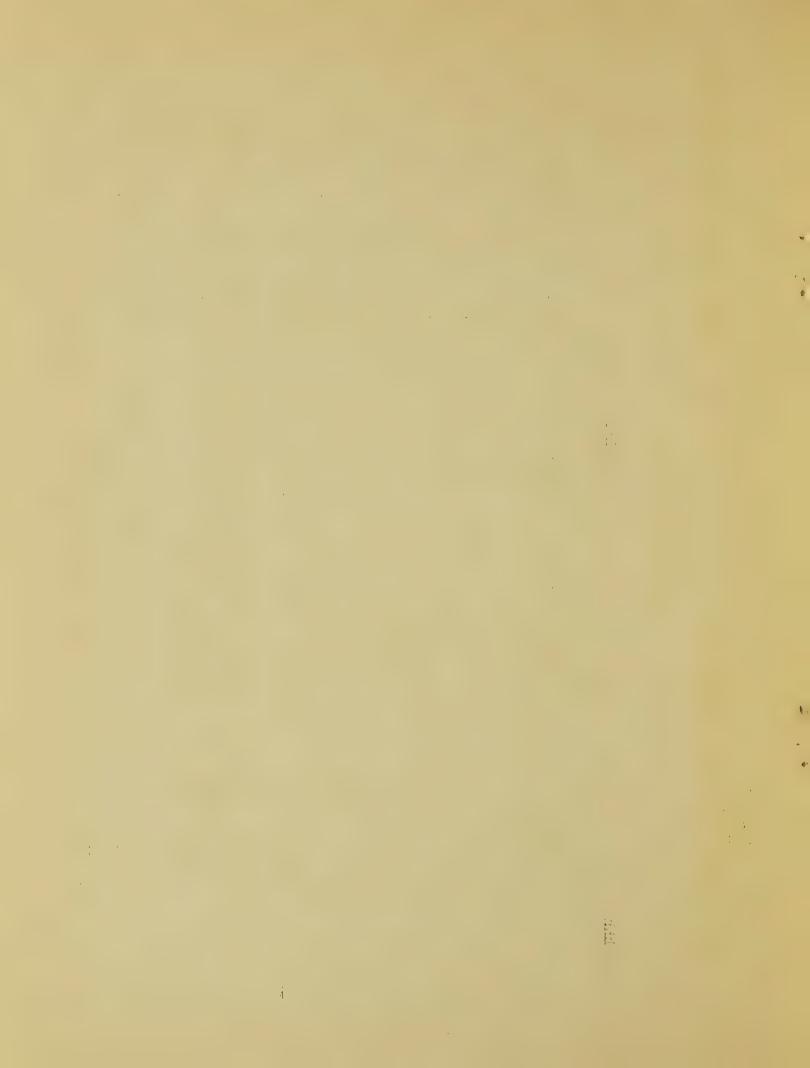
SCALE OF RATES 1937 Sugar Beet Program

nent x (4) (5)		80 49 60 V 17 C		20 GB GB GB			77
Payment (3) x (4)	es-	<del>-()-</del>	₩.	- <del>(1)</del> -	₩.	₩.	<del>()</del>
Rate	09.0	\$ 0.55	\$ 0.525	\$ 0.50	\$ 0.475	\$ 0.30	XXXX
Smaller of columns 1 & 2 (cwt.)	(2)					[2]	X X X
Maximum quantity for payment at each rate (cwt.)	(5)	20.000	000.00	120.000	360,000	X	XXXX
Production (cwt.)	(1)					[2]	Total x x x

result obtained by subtracting from the entry on the second line in column (1) the entry on the second line in column (2); etc. 1/ Enter on the first line the total production shown on SB-110, Section V, item 14; enter on the second line the result obtained by subtracting from the entry in the first line in column (1) the entry on the first line in column (2); enter on the third line the

Transfer the entry, if any, on the sixth line in column (1) to the sixth line in column N

3/ Transfer this entry to SB-110, Section V, item 15.



UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION NORTH CENTRAL DIVISION.

### PART IV - PAYMENT SCHEDULE UNIT

#### CLERKS

The personnel of the Payment Schedule Unit shall consist of checking clerks, adding clerks, typists, and review clerks.

#### I. <u>Instructions to Checking Clerks</u>.

- 1. Determine that the normal yield entered in Section V, item 8 of SB-110, agrees with the normal yield for the farm entered in column (35) of SB-109.
- 2. Enter the letters "O.K." to the left of the serial number on SB-109 for each SB-110 which is not suspended.
- 3. If the letters "O.K." already appear to the left of the serial number on SB-109 for any SB-110, examine the file copy of the original SB-110 covering the same farm to determine whether the SB-110 which is being checked is a duplicate or supplemental application. If it is determined that such SB-110 is a duplicate of the original, prepare and attach RF-104 to SB-110 indicating on such RF-104 the reason for suspension. If it is determined that such SB-110 is a supplemental application which is being submitted by a producer who failed to receive payment under the original application, enter a second set of letters "O.K." on SB-109 to the left of the serial number for such SB-110.
- 4. Enter in Section II of NCR-124 for each lot, the serial number of the cases suspended as a result of the check of SB-110 against SB-109 and correct the total entered in Section II where necessary.
- 5. If any cases are suspended as the result of the check of SB-110 against SB-109, prepare RF-103 in duplicate. Enter in the upper right-hand corner the State and county code. Enter the letters "SB" following the form number in the upper left-hand corner of the form. Enter the words "Clearance Unit" after the words "Released to" and enter the date beneath the title of the form. Enter in column (a) the numbers of the lots in the transmittal. Make no entry in column (b). Enter in column (c) the number of cases suspended in the Payment Schedule Unit in each lot, and enter in columns (d), (e), (f), and (g) the serial numbers of such suspended cases.

6. Release all suspended cases in the transmittal together with the copy of RF-103 to the Clearance Unit. Obtain the signature of a representative of the Clearance Unit in the space provided on the original of RF-103 and forward the original of RF-103 to the Record clerk in the Records Unit. Separate the originals of the approved forms from the copies thereof and release the originals of SE-110, SB-105A and SB-105B, together with NCR-124 to the adding clerk and release the copies of such forms to the Statistics Section.

# II. <u>Instructions to Adding Clerks</u>.

- 1. Obtain totals for the amounts in Sections VII and VIII of SB-110 as follows:
  - a. Obtain the total for a lot of the amounts in Section VII, column (4) which are not encircled.
  - b. Obtain the total for a lot of the amounts in Section VIII, column (6) which are not encircled.
  - c. Add the totals obtained under subparagraphs a and b of this paragraph 1 and label such result "Amount payable."
  - d. Obtain the total for a lot of the encircled amounts in Section VII, column (4) and label this result "Unpaid wages withheld."
  - e. After all of the above-described totals have been verified, attach the adding machine tape to the NCR-124 for the lot or if there is no adding machine tape, enter such werified totals on a slip of paper and attach the slip of paper to the NCR-124 for the lot.
- 2. Prepare a pencil copy of Form S-2 as follows:
  - a. Enter in the last line of the certification following the words "are unknown aggregate \$ " the total of the tape labeled "Unpaid wages withheld."
  - b. Enter in the sixth line of the certification opposite the words "the amounts aggregating" the total of the tope labeled "Amount Payable."
  - c. Enter in the sixth line of the certification after the words "rate of" the rate of deduction for county association expense as shown in Section V, item 16 of SB-110 for all applications in the lot.

- d. Enter in the fifth line of the certification opposite the words "Expenses totaling" the amount being deducted as county association expense which shall be determined as follows:
  - (1) Add the amounts representing "Umpaid Wages Withheld" and "Amount Payable" for the lot.
  - (2) Determine the "association expense factor" by subtracting the county rate of deduction shown in the fifth line of the certification from 100 percent and dividing this result into such county rate. This factor shall be expressed in decimals carried to five places. For example, assuming the county expense rate for a county is 1.2%, the factor will be 0.01214.

100% - 1.2% equals 98.8%

1.2% divided by 98.8% equals 0.01214.

- (3) Multiply the total obtained in item (1) of this subparagraph d by the factor obtained in item (2) of this subparagraph d.
- e. Enter in the fourth line of the certification opposite the words "amounts aggregating" the total obtained by adding the amounts obtained in items (1) and (3) of subparagraph d of this paragraph 2.

# III. <u>Instructions to Typists</u>.

- 1. Prepare Form S-1 as follows:
  - a. Prepare Form S-1 in quintuple, original on S-1 (white) and four copies on S-1a (yellow).
  - b. Enter the names of the State and county in the spaces provided therefor.
  - c. Enter the administrative number in the space provided therefor. The administrative number shall be the lot number preceded by the State and county code.
  - d. Enter following the words "sheet number" the number of the sheet which is being prepared and enter following the word "of" the total number of shoets of Form S-1 required to list data for all approved applications in the lot.
  - e. Enter in column (a) the serial numbers of all approved Forms SB-110 in the lot. Repeat the serial number for each payee who is being paid under the same application.

- f. In the left half of column (b) enter the names and addresses of the following persons:
  - (1) Those listed in Section VII of SB-110 opposite which the amount appearing in column (4) is not encircled.
  - (2) Those listed in Section VIII of SB-110 opposite which the amount appearing in column (6) is not encircled.
- g. Enter in column (c) the amount appearing on SB-110 opposite the name of the person whose name was entered in column (b). Enter in the space provided for the total of column (c) on the last page of Form S-1 for the set, the amount on the adding machine tape labeled "Amount Payable."
- h. Make no entries in column (d) nor after the words "Checks dated" and "Checked by".

### 2. Prepare Form S-2 as follows:

- a. Using the pencil copy of Form S-2 as a guide, prepare Form S-2 in triplicate, original on S-2 (white) and two copies on S-2a (yellow).
- b. Enter the administrative number in the upper right-hand corner of the form. Obtain this number from Form S-1.
- c. Enter following the word "appropriation" under the title of the form the symbol and title of the appropriation which will be charged.
  - (1) If the voucher and schedule will be certified on or before June 30, 1938, type or stamp thereon "1282205(21)021, Administration of Sugar Act of 1937, Department of Agriculture, 1938 (A.A.A.) (Payments to Producers)."
  - (2) If the voucher and schedule will be certified on July 1, 1938, or thereafter, the 1939 appropriation will be chargeable, the symbol and title of which will be furnished at a later date.
- d. Enter after the word "Office" the name of the office in which the form is being prepared. For example, if the form is being prepared in the State office in Ohio, enter the words "Ohio State Office".

- e. Enter after the words "Prepared at" the name of the city and State in which the form is being prepared. For example, if the form is being prepared in the Ohio State Office, enter the words "Columbus, Ohio".
- f. Enter on the line beneath the words "Fersons Named on Attached Continuation Sheet (Payees)" the name of the first payee shown on the first sheet of the set of Forms S-1 for the lot followed by the phrase "et al." Omit the phrase "et al." if there is only one payee listed on Form S-1.
- g. Enter data in the certification as follows:
  - (1) Enter on the first line the numbers of the first and last pages of Forms S-1 for the lot.
  - (2) Enter on the remaining lines the amounts entered in the corresponding lines of the pencil copy of Form S-2.
  - (3) Enter in the blank space immediately above the word "date" the number of applications scheduled for payment on Form S-1 for the lot.
  - (4) Enter the title of the certifying officer and the date in the spaces provided therefor.

# 3. Prepare Form S-3 as follows:

- a. Prepare Form S-3 in septuple (original and 6 copies). This form may include one or more Forms S-2 but must not include more than 300 payees unless one Form S-2 includes more than 300 payees.
- b. Enter above the words "Bureau or Office" to the left of the letters "A.A.A." the name of the State office.
- c. Make no entry in the space over the words "Date paid".
- d. Enter above the word "Station" the name of the city and State in which the Regional Disbursing Office is located.
- e. Enter after the word "Period" and above the words "Month or Quarter Ended" the name of the month in which it is expected the voucher will be paid.
- f. Enter following the words "Symbol No." the symbol number which will be furnished by the Regional Disbursing Office.
- g. Enter following the words "Bureau Schedule No." the bureau schedule number. A separate series of schedule numbers beginning with "1" and preceded by the letters "SB" shall be used for payments under the 1937 Sugar Beet Program.

- h. Enter after the word "Date" the date on which the schedule is prepared.
- i. Enter after the words "Appropriation or Fund" the symbol and title of the appropriation entered on Form S-2.
- j. Make no entries in columns (a) and (b).
- k. Enter in column (c) the administrative number on Forms S-2 for which Form S-3 is being prepared.
- 1. Enter in column (d) the name of the payee on each Form S-2;
- m. Enter in parenthesis immediately to the right of the name the number of applications in each lot as shown on Form S-2 above the word "Date".
- n. Enter in column (e) the amount entered on line 4 of the certification on Form S-2.
- o. Enter in column (f) the amount entered on line 5 of the certification on Form S-2. Enter in parentheses immediately beneath such amount the amount shown on the last line of the certification on Form S-2 following the words "are unknown, aggregate".
- p. Enter in column (g) the amount shown on line 6 of the certification on Form S-2.
- q. Obtain and enter the totals of columns (e), (f), and (g) in the spaces provided therefor. Two entries shall be made in the total line of column (f), one total for the amounts which are not enclosed in parentheses and directly beneath such total a total for the amounts enclosed in parentheses. The latter total shall be enclosed in parentheses.
- r. Stamp or type on the third copy of Form S-3 the following notation "Forward to Records and Accounts Section, A.A.A., Washington, D. C."
- s. Enter the title of the certifying officer in the space provided therefor.

# IV. Instructions to Review Clerks.

- 1. Verify Form S-1 as follows:
  - a. Verify the serial numbers, names and addresses, and amounts to be paid as shown in columns (a), (b), and

- (c), respectively, against the data shown on Forms SB-110.
- b. Obtain the total of all entries in column (c) for all sheets in the set and compare this total with that entered on the last sheet of Form S-1 for the lot. This total must correspond with the amount shown on the adding machine tape labeled "Amount payable."

# 2. Verify Form S-2 as follows:

- a. Verify the entries on the pencil copy of Form S-2 following the instructions to adding clerks for the preparation of such form.
- b. Determine that the amount on line 4 of the certification is equal to the sum of the amounts entered on lines 5, 6, and 9 of the scertification.
- c. Check the typed copy of Form S-2 against the pencil copy of such form.

## 3. Verify Form S-3 as follows:

- a. Verify the data on Form S-3 by checking against Forms S-2.
- b. Determine that the total of column (e) is equal to the sum of the total of column (g) and the two totals of column (f).
- 4. Upon completion of the verification of Forms S-1, S-2, and S-3, release the original of Form S-3 to the State accountant to be stamped "Funds Available" and thereafter the original of Form S-3 and the original of each Form S-2 covered by Form S-3 shall be referred to the certifying officer for his signature.

# V. Instructions for Release of Transmittals of Forms SB-110.

- 1. The adding clerk, the typist and the review clerks shall sign in paragraph III of NCR-124 and the form shall then be released to the record clerk in the Records Unit.
- 2. Prepare RF-103 in duplicate. Enter in the upper right-hand corner the State and county code. Enter the letters "SB" following the form number in the upper left-hand corner of the form. Enter the words "General Accounting Preaudit Office" after the words "released to" and enter the date beneath the title of the form. Enter in column (a) the numbers of the lots in the transmittal, and in column (b) the number of

cases in each lot which are being released to the General Accounting Preaudit Office. Obtain the signature of a representative of the General Accounting Preaudit Office on RF-103 and release the following to the General Accounting Preaudit Office.

- a. Copy of RF-103.
- b. Originals of SB-110:10
- c. Originals of SB-105A, if any.
- d. Originals of SB-105B, if any.
- e. Originals and three copies of S-1. :
- f. Originals and one copy of S-2.
- g. Original and five copies of S-3.
- 3. Release the original of RF-103 to the record clerk in the Records Unit.
- 4. Release the copies of S-1, S-2, and S-3 to the State accountant.

Issued May 16, 1938.

# UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION NORTH CENTRAL DIVISION

## PART V - CLEARANCE UNIT

### CLERKS

The personnel of the Clearance Unit shall consist of file clerks, correspondence clerks, typists and stenographers. All clerks in this unit should become thoroughly familiar with the instructions in Parts I to V, inclusive, of SB-115 (NCR) and with all other bulletins and instructions relating to the 1937 Sugar Beet Program.

# CASES RETURNED TO COUNTY

Suspended cases may be cleared by returning them to the county office accompanied by letters or Forms RF-104, setting forth the nature of the errors and outlining the procedure necessary to clear such cases. The original of the suspended case should be returned to the county whenever necessary but the State office file copy should always be retained in the Clearance Unit until the application has been corrected and is ready for payment. County committees shall be requested to return the original in every case even though a new application is prepared.

# I. Instructions to File Clerks.

- 1. Stamp on the back of each piece of mail received in the Clearance Unit the date of receipt.
- 2. When Forms RF-105 are received, assign such forms to typists.
- 3. When Forms RF-104 are received showing corrections which were made on Forms SB-110 assign such forms to correspondence clerks.
- 4. All suspended cases received in the Clearance Unit will be listed on RF-103. Use the reverse side of RF-103 to record the names of correspondence clerks to whom the suspended cases are assigned. Retain all Forms RF-103 in a separate file by counties as a record of cases handled in the Clearance Unit.
- 5. Assign all suspended cases listed on one RF-103 to the same correspondence clerk unless there are more than 25 cases listed on such RF-103 in which case such suspended cases may be assigned to two or more correspondence clerks.
- 6. The correspondence clerk will prepare a letter in connection with each suspended case unless Form RF-104 is to be used in lieu of a letter and the case together with the letter or Form RF-104 will be returned to the file clerk. If a letter has been prepared, forward such letter to the person authorized to sign mail in the State office.

- 7. Prepare a manila folder for each suspended case and place therein the copy of the suspended application and all other forms and correspondence pertaining thereto.
- 8. If suspended cases are to be taken to the county office by a field man, indicate such fact on RF-103.
- 9. Upon receipt of a reply to correspondence relative to a suspended case, match such reply with the suspended case to which it relates and assign such suspended case to a correspondence clerk. Whenever possible, assign a suspended case for which a reply is received to the correspondence clerk who previously handled the case.
- 10. If a correspondence clerk finds that the suspension of any case was unwarranted or if the cause for the suspension of any case is removed without returning such case to the county office, such correspondence clerk will enter the notation "suspension unwarranted" or "cause for suspension removed", as the case may be, on the RF-104 attached to such case and return such case to the file clerk.
- 11. Maintain a general county file for each county. Place in such file, copies of all letters of a general nature and copies of all Forms RF-105.
- When suspended cases have been corrected or when the reason for suspension has been removed, the serial numbers of such cases shall be entered on NCR-124. Enter the letters "SB" to the right of the form number in the upper left-hand corner of the form. The first sheet number for a county shall be 301 for cases involving APS suspensions and 501 for cases involving GAPO suspensions, and sheets shall be numbered consecutively thereafter for each county. After Form NCR-124 has been prepared, prepare Form RF-103 in duplicate. Enter in the upper right-hand corner the State and county code. Enter the letters "SB" following the form number in the upper left-hand corner of the form. Enter the words "Payment Schedule Unit" after the words "Released to" and enter the date beneath the title of the form. Enter in column (a) the sheet number assigned to NCR-124 and enter in column (b) the number of cases in the lot. Obtain the signature of a representative of the Payment Schedule Unit in the space provided on the original RF-103. Release Forms SB-110 together with the first copy of RF-103 and NCR-124 to the Payment Schedule Unit.

# II. Instructions to Correspondence Clerks.

1. Upon receipt of suspended cases examine such cases to determine whether they should be returned to the county office and if so,

whether it is necessary to write a letter to explain the reason for suspension or whether a copy of RF-104 will furnish sufficient explanation of the reason for suspension.

- 2. If it is determined that a suspension is unwarranted write the words "suspension unwarranted" on the RF-104 attached to such case and obtain the initials of the person in charge of the Application for Payment Section on such RF-104 after which the suspended case may be released to the file clerk.
- 3. If it is not deemed necessary to return a suspended case to the county office, take such steps as are necessary to obtain the information needed to clear the case. When such information is obtained write the words "cause for suspension removed" on RF-104 and after obtaining the initials of the person in charge of the Application for Payment Section, release such case to the file clerk.
- 4. When RF-104 is to be used in lieu of a letter, release the RF-104 to a typist in order that a typewritten copy of such form may be prepared. When the case is returned by the typist, release such case to the file clerk.
- 5. If an application is corrected in the State office and such correction results in an increase in payment, return such application to the county office in order that the corrections thereon may be initialed by each person whose payment is affected by such corrections. If an application is corrected in the State office and such correction results in a decrease in payment a letter shall be prepared in quadruple addressed to the operator-producer, informing him that the payment under the application has been reduced to \$\frac{1}{2}\$. Such operator-producer shall also be advised that the payment in the reduced amount has been approved by the State committee and that the application is being forwarded to the General Accounting Office for preaudit. Such letter shall be signed on behalf of the State committee and shall be distributed as follows:

Original to operator-producer
First copy to county committee
Second copy to be attached to original application
Third copy to be attached to the file copy of application.

Preaudit difference statements received from the General Accounting Preaudit Office in connection with such cases shall be handled as set forth in paragraph 7 of this Section II.

6. Upon receipt of a General Accounting Preaudit Office suspension examine such case to determine the reason therefor. If such suspension is due to an error in computation and the correction thereof results in a decrease in payment, a letter shall be prepared in quadruple addressed to the operator-producer, informing him that the payment under the application has been reduced to \$\_\_\_\_\_\_. Distribute such letter

as set forth in paragraph 5 of this Section II. Prepare a reply to the preaudit difference statement attached to such case and release it to the file clerk. Preaudit difference statements received from the General Accounting Preaudit Office in connection with such cases shall be handled as set forth in paragraph 7 of this Section II. If the correction of the error in computation results in an increase in payment, prepare a new application and forward such application to the county office for signatures. When the corrected application is signed and returned, prepare a reply to the preaudit difference statement and release the case to the file clerk. If the General Accounting Office suspension is due to an error of any other kind, examine the cause for suspension and take appropriate steps to clear the case for payment. In all cases prepare a reply to the preaudit difference statement attached to the case before returning it to the file clerk for resubmittal to the General Accounting Preaudit Office.

- If the representative of the State committee failed to approve the recommendation of the county committee for an abandonment or deficiency payment a letter should be addressed to the county committee advising that unless additional information which warrants the approval of the farm for abandonment or deficiency payment is received within 21 days, the application will be paid on an actual production basis only. When a reply to such letter is received, or if no reply is received from the county committee within 21 days, the case shall be submitted to the designated representative of the State Committee. If, on the basis of the additional information received from the county committee, such representative approves the farm for abandonment or deficiency payments on bahalf of the State committee, he shall sign in the space provided in Section VI. If the additional information received from the county committee does not warrant approval of the farm for abandonment or deficiency payments or if no reply is received from the county committee within 21 days, such representative will enter the word "disapproved" above the space provided for his signature and sign in the space provided. If the designated representative of the State committee disapproves the farm for abandonment or deficiency payments, the application shall be corrected as follows:
  - (a) Encircle the amounts in items 10 and 13, delete the entries in items 14, 15, 16, and 17, and recompute and enter to the right of the deleted entries the correct entries for items 14, 15, 16, and 17.
  - (b) If SB-105A is attached, correct the entries and computations thereon and transfer the corrected percentages

to Section VIII, column (3) of SB-110. In such cases return the corrected SB-110 and SB-105A to the county office to have the corrections initialed.

(c) Delete the entries in Section VIII, columns (4) and (6) and compute and enter the correct entries in such columns.

If abandonment or deficiency payments as recommended by the county committee are disapproved by the designated representative of the State committee and no Form SB-105A is attached to SB-110 a letter shall be prepared in quadruple addressed to the operator-producer informing him that the abandonment and deficiency payments have been disapproved by the State committee and as a result the net payment (Section V, item 17) due under the application has been reduced to \$\frac{1}{2}\$. Such operator-producer shall also be advised that payment in the reduced amount has been approved by the State committee and that the application is being forwarded to the General Accounting Office for preaudit. Such letter shall be signed on behalf of the State committee and shall be distributed as follows:

Original to operator-producer
First copy to county committee
Second copy to be attached to original application and
Third copy to be attached to file copy of application.

Upon receipt of a case of this kind the General Accounting Preaudit Office will transmit to the State office, General Accounting Office Form 117A, "Preaudit Difference Statement" in triplicate showing that an administrative exception has been taken to the amount originally claimed. All three copies of the Preaudit Difference Statement shall be attached to the file copy of the application. If at a later date an adjustment application for abandonment or deficiency payment is approved by the State committee with respect to a case of this kind, the original of the Preaudit Difference Statement accompanied by a reply over the signature of the certifying officer shall be attached to the original of the adjustment application. The copies of the Preaudit Difference Statement together with the reply thereto shall be retained with the copies of the original and adjustment applications, respectively.

8. If an application is suspended because the amount of unpaid wages owing by one of the producers exceeds the amount of the payment due such producer, assign the case to a field man to determine whether the division of payments specified on such application is correct. If it is determined that the division of payments specified on such application is incorrect, the field man will secure a corrected application on the basis of the proper division of payment. If it is determined that the division of payment specified is correct, the case should be forwarded to the Director of the North Central Division for appropriate action.







SB-115 (NCR) Supplement 1

Issued September 14, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO HANDLING CLAIMS FOR PAYMENTS OF WAGES TO LABORERS UNDER THE 1937 SUGAR BEET PROGRAM

### CONTENTS

PART I ..... Records

PART IV ..... Payment Schedule

PART V ..... Clearance



## PART I - RECORDS UNIT

### I. Instructions to Receiving Clerks.

- 1. When Forms SB-116 and related forms and papers are received, stamp on the back of each sheet of such forms the date of receipt.
  - a. Determine that the words "Sugar Beet Labor Claims" have been entered at the top of the transmittal sheet, NCR-119, on which the Forms SB-116 are listed. If the words have not been entered, make such entry.
  - b. If an SB-116 bears a stamp indicating that such form had been included in a previous transmittal but had been suspended and returned to the county office for correction, withdraw such SB-116 and the copy thereof from the transmittal and forward immediately to the Clearance Unit. The transmittal sheet shall be corrected by deleting the serial number, correcting the total on the last line of Section I of NCR-119, and initialing such correction. Prepare a pencil copy of RF-105 and attach such form to NCR-119. Such RF-105 will be completed after the work of the checking clerk has been completed.
  - c. Enter in the space provided therefor in the upper righthand corner of NCR-119 the date of receipt.
- 2. Two clerks working together shall check the serial numbers on Forms SB-116 against the serial numbers on NCR-119. Enter a check mark (\sqrt{}) to the right of each serial number on the NCR-119 for which there is included in the transmittal an SB-116 with a corresponding serial number.
  - a. If an SB-116 is received and the serial number on such form is not listed on NCR-119, enter such serial number in Section I. Initial all such corrections. When such a correction is made on NCR-119, prepare RF-105. Enter in the upper right-hand corner of such form the State and county code and the date of preparation of the form. Strike the phrase "NCR-124" from the line below the title of the form. Enter in column (a) the sheet number of NCR-119 to which the addition has been made and in column (b) the serial number which has been added. Enter in column (c) the words "SB-116 not previously listed on NCR-119."
  - b. If an SB-116 is missing for a serial number which is listed on NCR-119, draw a line through such serial number and correct the total in the last line of Section I. Initial all such corrections. Enter on RF-105 in column (a) the sheet number of NCR-119

- upon which such correction was made; enter in column (b) the serial number which was deleted from NCR-119; and enter in column (c) the words "SB-116 not included in transmittal."
- c. If the State and county code has not been entered on an SB-116, make such entry. If a serial number has not been entered on an SB-116, enter such serial number if the can be definitely determined from NCR-119 or other forms or attachments. If such serial number cannot be determined, prepare and attach RF-104 to such SB-116.
- d. After all corrections have been made on NCR-119 and after RF-105 has been prepared, release the transmittal to a file clerk.

### II. Instructions to File Clerks.

- 1. Upon receipt of a transmittal of Forms SB-116 from the receiving clerk, withdraw from the State office file, all Forms SB-110 and related forms for the serial numbers included in the transmittal of Forms SB-116.
  - a. Do not withdraw any SB-110 for which an SB-116 was not included in the transmittal even though such serial number was originally listed on the NCR-119.
  - b. Match the Forms SB-116 and related forms with the Forms SB-110 having the same serial number.
  - c. Prepare RF-103 in duplicate for release of the transmittal to the Clearance Unit. In addition to the lot numbers there should be listed thereon all serial numbers included in the transmittal for which SB-110 has been withdrawn.
  - d. After obtaining the signature thereon of a person in the Clearance Unit, the original of the RF-103 should be forwarded to the Record Clerk in the Records Unit. The other copy of RF-103 is to remain attached to the transmittal.
- 2. Upon the release of a transmittal of Form SB-116 to the Payment Schedule Unit by the Clearance Unit, the State office copy of SB-116 will be attached to the SB-110 which was withdrawn from the file. File such forms with the State office copies of Forms SB-110.

### III. Record Clerks.

1. Maintain a record of the number of Forms SB-116 received, the number approved, the number rejected, and the amount approved on Forms SB-116. Reports with respect to such cases shall be submitted to the North Central Division on the first day of each month.

### PART IV - PAYMENT SCHEDULE UNIT.

- I. PREPARATION AND DISTRIBUTION OF VOUCHER AND SCHEDULE FORMS.
  - 1. Form S-4, Public Voucher for Laborer's Wage Payment. Prepare Form S-4 in quintuple, original on S-4 (white) and four copies on S-4a (yellow). One set of Forms S-4 shall be prepared for each approved SB-116.
    - a. Enter in the space provided therefor in the upper right-hand corner the administrative number. The administrative number of number shall be the same as the administrative number of the voucher in which the original application was included, except that it shall be followed by a dash and another number, which number shall be assigned, beginning with number 1 and running consecutively, to all Forms S-4 prepared with respect to Forms SB-116 relating to applications covered by one Form S-2. For example, the first S-4 prepared with respect to an application included in a voucher bearing administrative number 84-032-21 will be assigned number 84-032-21-1, the second, number 84-032-21-2, etc.
    - b. Enter following the word "Appropriation" the symbol and title of the appropriation against which the payments under the application were charged.
    - c. Enter following the word "Office" the name of the State office where S-4 is prepared.
    - d. Enter following the words "Prepared at" the names of the city and State in which the State office is located.
    - e. Enter following the word "payes" the name of the claimant (laborer) shown on SB-116.
    - f. Enter following the word "Address" the address shown beneath the signature of the laborer, in Section I of SB-116.
    - g. Enter following the word "Amount" the amount shown in the first line of Section I of SB-116.
    - h. Enter in the spaces provided in the certification, the D. O. Voucher No., the Schedule No., and Administrative number of the Forms S-2 and S-3 on which payment under the related SB-110 was scheduled.
    - i. Form S-4 shall be verified by a clerk other than the clerk who prepared such form.

- 2. Form S-3, Schedule of Disbursement (Sugar Payments). Form S-3 shall be prepared in septuple (original and six copies) in the same manner as such form is prepared to schedule Forms S-2, except that:
  - a. Zero (0.00) shall be entered in column (e) for each S-4 listed.
  - b. There shall be entered in column (f) in parentheses and preceded by a minus sign (within the parentheses) the amount shown in Section I of SB-116.
  - c. There shall be entered in column (g) the amount shown in Section I of SB-116.

Example: If an SB-116 is approved in the amount of \$6.40, enter "\$0.00" in column (e); enter "(-\$6.40)" in column (f); and enter "\$6.40" in column (g).

- 3. Certification of Voucher and Schedule Forms and Distribution of Forms.
  - a. The certifying officer shall sign the original S-3 and the original of each S-4 cowered by S-3.
  - b. The date of signing and the title of the certifying officer must also be entered on such forms.
  - c. One copy of S-3 and one copy of each S-4 shall be released to the State accountant.
  - d. The remaining copies of Forms S-3 and S-4, together with the originals of SB-116 shall be released to the General Accounting Preaudit Office.

## PART V - CLEARANCE UNIT

### Clerks

Correspondence clerks shall examine Forms SB-116. The correspondence clerks must be familiar with all procedures issued in connection with the administration of the sugar beet program in the county and State offices.

## Copies and Related Papers

SB-116 must be received in duplicate from the county office and may be accompanied by additional certifications. All accompanying papers should be securely fastened to the original SB-116. A copy of each pertinent paper relative to an SB-116 shall be prepared and attached to the copy of SB-116.

## Correction and Initialing.

Any correction in the amount claimed by a laborer in the first line of Section I must have been initialed by the laborer and by the producer or producers who sign in Section II. Any other correction or alteration must be initialed by the county committeeman who signed in Section III.

## Signatures

In checking the signatures of claimants (laborers) and of the operator-producer against the printed names on the SB-116 or on the SB-110 and in designating the manner in which the laborer's name is to appear on the check to be issued, follow the procedure set forth in NCR-State 108, Part II, Section IX. Signatures appearing in Sections I and II must have been affixed in accordance with the instructions set forth in ACP-16. Signatures by mark or in other than English script must be witnessed by at least one disinterested person.

## I. Instructions to Correspondence Clerks for Examining SB-116.

1. Identification - Determine that the State and county code and serial number and the name of the claimant (laborer) have been entered in the spaces provided in the upper right-hand corner of SB-116. The serial number should be followed by the letter a, b, c, etc., depending upon the number of claims previously submitted with respect to the same farming unit. For example, if two Forms SB-116 bearing serial numbers 142a and 142b were previously received, the next SB-116 submitted with respect to the same farming unit should be numbered 142c. Copies of previously submitted Forms SB-116 should have been attached to the State office copy of the application to assist the examiner in checking.

## 2. Section I, Statement of Claim

- a. Determine that an amount has been entered in the space provided therefor in the first line of Section I.
- b. Obtain the total amount withheld under an application by subtracting from the total of column (5), Section VIII of SB-110 the unencircled total of column (4) of Section VII of such form.
- c. Determine that the amount entered is not in excess of the amount withheld under the application (SB-110) less the sum of any amounts previously or concurrently claimed by other laborers with respect to the same farming unit.
- d. If the name of the laborer was listed on SB-110 in column (1) of Section VII, but the address of such laborer was indicated as "unknown", the amount claimed on SB-116 should agree with the amount in column (3), Section VII of SB-110, opposite the name of such laborer.
- e. If the amount of the claim is less than the amount shown in Section VII of SB-110 opposite the name of the laborer, such claim may be accepted.
- f. If the amount of the claim is greater than the amount shown in Section VII of SB-110, such claim may be accepted only when it is determined that an overpayment will not exist under the application as a result of the acceptance of such claim.

## For example:

- (1) If a producer has been overpaid by the amount by which the laborer's claim exceeds the amount shown on the SB-110, the claim may be accepted if the producer has refunded the amount of the overpayment and the refund has been scheduled on Standard Form 1044. In such case a copy of Form 1044 must accompany SB-116 when submitted to the General Accounting Preaudit Office.
- (2) If one laborer's claim exceeds the amount shown on the SB-110 as being due such laborer and another laborer submits or has submitted a claim in an amount less than the amount shown on the SB-110 as being due him, both of such claims may be approved if the sum of the amounts claimed by the two laborers is not in excess of the sum of the amounts shown on SB-110 as being due such laborers. Such cases should be explained in Section III of the SB-116.
- g. Determine that the name of the operator-producer of the farming unit involved appears in line 4 of Section I. If the name of the operator-producer entered therein does not agree with the corresponding operator-producer shown on SB-110 and a satisfactory explanation is not attached, suspend

SB-116 to obtain a satisfactory explanation of such difference.

- h. Determine that the laborer has signed in the space provided therefor in the same style as the typed or printed name in the upper right-hand corner of the form. Exceptions to this rule will be the same as the exceptions allowed between printed names and signatures in connection with the regular agricultural conservation program.
- i. Determine that the date of such signature has been entered in the space provided therefor, immediately to the left of the signature.
- j. Determine that an adequate mailing address has been entered immediately beneath the signature of the claimant in the space provided therefor.

### 3. Section II, Certification of producer

- a. Determine that the State and county code and serial number are entered in line 4 of Section II and that such entry agrees with the State and county code and serial number on the corresponding SB-110, and with the State and county code and serial number entered in the upper right-hand corner of SB-116. If this entry has not been made or does not exactly agree, such entry may be corrected if the proper entry can be definitely ascertained.
- b. Determine that the signature of the operator-producer of the farming unit appears in the space provided therefor.
  - (1) If the operator-producer of the farming unit is deceased or has moved from the community and cannot be located, a certification to that effect must appear in Section III or on an attached certification.
  - (2) If the total amount due the laborer was withheld from the payment to a producer or producers other than the operator-producer, only the producer or producers from whose payment such amount was deducted need sign. The producers from whom amounts were withheld for payment of wages to laborers may be determined from Section VIII of SB-110.
  - (3) If amounts were withheld for laborers from the payments to two or more producers, each of such producers must sign except in the case of a deceased producer or one who has left the community and cannot be located. If a producer from whose payment an amount was withheld for payments to laborers is deceased or has left the community and cannot be located, the signature of another producer (if any) on the farming unit must appear in Section II, and the reason therefor must be included in the certification in Section III.

c. Determine that a date appears in the space provided therefor to the left of each signature in Section II.

## 4. Section III, Certification of County Committee

- a. Determine that there is included in the certification or in a separate certification which is attached to SB-116, a complete explanation of each case where the signature appearing in Section I or Section II differs from the signature which should have been affixed therein. The certification shall include the reason for the failure of a producer to sign, if such producer's signature is required in accordance with the instructions.
- b. If a county committee reports inability to obtain the signature of any producer or producers on a farming unit, in Section II, the SB-116 shall be suspended and held pending further instructions from the Washington office.
- c. A member of the county committee must have signed in the space provided therefor in Section III on behalf of the county committee.

## 5. Cases Involving Deceased Laborers

- a. If a laborer whose name or address was unknown at the time the application was prepared dies before signing SB-116
  - (1) Determine that the SB-116 is signed by the legally appointed representative, if any, of the estate of the deceased or by the heairs of the deceased.
  - (2) Determine that the person signing SB-116 has executed and submitted Standard Form 1055. The accompanying Form 1055 shall be prepared in the same manner as in connection with the regular agricultural conservation program, expect that paragraph (4) and items (b), (c), (d), and (e), of paragraph (6), need not be executed. No claim by a creditor of the decedent shall be recognized.
  - (3) Determine that an explanation of the circumstances appears in Section III or in an accompanying certification.
- b. If a laborer has been declared incompetent before executing SB-116, such form may be received, signed by the guardian or committee of the estate of such laborer and accompanied by a properly executed Standard Form 1055. Such cases shall be handled in the same manner as cases involving deceased laborers.

c. If a laborer dies or is declared incompetent after signing SB-116 but before receiving the check in payment thereunder, claim for the proceeds of such check may be made by the legally appointed representative, if any, of the estate, the heirs of the decedent, or by the guardian or committee of the estate of the incompetent, as the case may be. Such claims shall be handled in the same manner as similar claims under the regular agricultural conservation program. The Standard form 1055 shall be executed with the exception of paragraph (3) and items (b), (c), (d), and (e) of paragraph (6), and that claims by creditors of the decedent shall not be recognized. Schedules and vouchers will be prepared on forms S-3 and S-4.

## 6. Duplicate copy of SB-116.

- a. Determine that the copy of SB-116 agrees with the original SB-116. The following differences may be corrected or accepted without correction.
  - (1) Corrections which have been made and properly initialed on the original SB-116 should be made on the copy of such form and be initialed by the clerk making such correction.
  - (2) It is not necessary that the copy of SB-116 be signed.
  - (3) Dates appearing in Sections I and II of the original SB-116 shall be entered on the copy of the SB-116.

### 7. Release of Approved Forms SB-116.

- a. Upon completion of the examination of all Forms SB-116 in a transmittal, sign in the space provided therefor in Section III of NCR-119, and enter the date thereon.
- b. Separate the original of each approved SB-116 from the copy of such form and securely attach the copy of such SB-116 to the related SB-110. Copies of pertinent related papers or certications should also be securely attached.
- c. Prepare RF-103 in duplicate. Enter in the upper right-hand corner the State and county code. Delete the words "Summaries of Performance" and insert in lieu thereof the words "Laborers Claim for Payment of Wages, 1937 Sugar Beet Program". Enter the words "Payment Schedule Unit" in the space following the words "Released to" and enter the d to in the second line beneath the title of the form. Enter in Col. (a) the lot numbers of the lots in the transmittal. Enter in column (c) the number of suspended Forms SB-116 and enter in columns (d) to (g), inclusive, the serial numbers of all suspended Forms SB-116 in the transmittal.

- d. Release the original Forms SB-116 to the Payment Schedule Unit after obtaining the signature of a representative of the Payment Schedule Unit in the space provided on the original RF-103.
- e. Release the State office copies of SB-110 and SB-116 for the approved Forms SB-116 and the original RF-103 to the Records Unit.
- f. Retain the copies of SB-110 for suspended Forms SB-116 until such suspended cases are cleared. Letters of transmittal of suspended Forms SB-116 to county offices for correction should specify that such cases should not be included on NCR-119 but should be returned to the State office by letter, indicating thereon that such letter is for the attention of the Clearance Unit.

SB-115(WR) California

Reserve Issued May 9, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION

State Office Procedure for Examination and Scheduling of 1937 Sugar Beet Applications for Payment

The procedure outlined in SB-115(WR), attached hereto, is applicable in the State of California, except for paragraph B, Part II, Examination of Applications. In lieu of such paragraph B the following applies:

- B. Section IV Required Farming Practices.
  - 1. Determine that the entry in item 1 is not less than the entry in item 5 of Section V, or
  - 2. If the entry in item 1 is less than the entry in item 5 of
    Section V, determine that the entry in item 2 plus 1/2 of the
    entry in item 3 plus 2/5 of the entry in item 4 is not less
    than 20 percent of the amount by which the entry in item 5 of
    . Section V exceeds the entry in item 1 of Section IV, or
  - 3. If the entry in item 2 plus 1/2 of the entry in item 3 plus 2/5 of the entry in item 4 is less than 20 percent of the amount by which the entry in item 5 of Section V exceeds the entry in item 1 of Section IV, determine that the entry in item 5 is not less than the amount obtained by dividing the entry in item 5 of Section V by 3.



Issued May 9, 1938

## UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION

State Office Procedure for Examination and Scheduling of 1937 Sugar Beet Applications for Payment

#### I. GENERAL INSTRUCTIONS

- A. Wherever the words "must" or "shall" are used in this procedure, the requirements thereby established are essential to the acceptability of the forms and when such requirements have not been fulfilled, the application cannot be approved for payment. Wherever the words "should" or "may" are used herein, the matter referred to is desirable but not essential and the omission thereof does not constitute cause for suspension.
- B. SB-110, "Application for Payment--1937 Sugar Beet Program," hereinafter referred to as the "application," must be received in duplicate from the county office. In cases where the farming unit covered by an application consists of more than one tract of land, the original and one copy of SB-105A, "Supplement to Farming Unit Report," must accompany the application. In examining an application, the duplicate copy as well as the original must be examined to determine that they are in agreement, except,
  - 1. Any properly initialed corrections appearing on the original which have not been entered by the county committee on the copy shall be entered on the copy in the State office and initialed by the clerk making such corrections.
  - 2. Signatures appearing in Sections I, II, and III of the original need not have been entered on the copy.
  - 3. Dates appearing in Sections I, II, and III of the original but not on the copy shall be entered on the copy and initialed by the clerk making such entry.
- C. Applications must be examined in their entirety in order to determine all reasons for suspension.
- D. Each correction which does not affect the amount of payment appearing on an application when originally received, must have been initialed by the county committeeman whose signature appears in Section IX, but such correction need not have been initialed by the producers. If a correction affects the amount of payment due one or more producers, such correction must have been initialed by each producer whose payment is affected, but need not have been initialed by a member of the county committee. Any correction in Section VII must be initialed by each producer from whose payment an amount is to be deducted for payments to laborers. The initials need not appear on the copy of the application. Applications must be suspended if any changes or deletions appear in the printed matter thereon.
- E. Any error which affects the amount of payment due under an application, whether such error increases or decreases the amount of payment, shall be

corrected in the State office, but the application shall be returned to the county committee in order that such corrections can be initialed. Upon resubmittal to the State office, all such corrections affecting the amount of payment must have been initialed by all producers whose payments were affected by the correction, but need not have been initialed by a member of the county committee. If an error which does not affect the amount of payment is detected, such error shall be corrected if the correct entry is ascertainable, and the application shall be returned to the county committee for initialing. Upon resubmittal, such correction must have been initialed by the member of the county committee who originally signed the application in Section IX, but need not have been initialed by the producers.

- F. Any entry which is made in the State office, in accordance with this procedure, must be made on both the original and the copy of the application. Whenever an entry is to be encircled in accordance with this procedure, it shall be encircled in such a manner that the entry will remain legible.
- G. All acreage and tonnage figures and all figures relative to hundredweights of sugar must have been rounded to one decimal place, except that the entry in item 3 of Section V must have been rounded to three decimal places. The percentage figures in item 2 of Section V and all amounts of money must have been rounded to two decimal places. All computations must have been carried one place beyond the number of decimal places required in the result and rounded back one place to the required number of decimal places. In rounding, digits of five or less must have been dropped and digits of six or more must have been counted as one and added to the figure in the next decimal place to the left.

### II. EXAMINATION OF APPLICATION

- A. Code identification. Determine that in the upper right-hand corner there have been entered the State and county code and serial number, the name of the operator-producer, and the name of the beet sugar factory. If any of the foregoing entries do not appear on the copy of the application, they shall be entered thereon and initialed by the clerk making the entry.
- B. <u>Section IV Required Farming Practices</u>.
  - 1. Determine that the entry in item 1 is not less than the entry in item 5 of Section V, or
  - 2. If the entry in item 1 is less than the entry in item 5 of Section V, determine that the entry in item 2 is not less than 20% of the amount by which the entry in item 5 of Section V exceeds the entry in item 1 of Section IV, or
  - 3. If the entry in item 2 is less than 20% of the amount by which the entry in item 5 of Section V exceeds the entry in item 1 of Section IV, determine that the entry in item 5 is not less than the amount obtained by dividing the entry in item 5 of Section V by 3.
  - 4. Items 3 and 4 are applicable only in California.

- C. Section V Computation of Payment. The symbol "xx" should appear in any item where the amount to be entered was zero, or where the item was inapplicable.
  - 1. In item 1 there must appear the tonnage of sugar beets marketed or processed by the producer.
  - 2. In item 2 the average sugar content must appear either in (a) or (b), whichever is applicable. If the sugar beets processed in 1937 by the factory named on an application were contracted to be marketed under "individual test" contracts, the entry must appear in 2(a). If such sugar beets were contracted to be marketed under other than "individual test" contracts, the entry must appear in 2(b) and the entry in 2(b) on all applications bearing the same factory name must be the same.
  - 3. Determine the correctness of the entry in item 3 as follows:
    - (a) If an entry appears in item 2(a), determine that the entry in item 3 is the correct rate of commercially recoverable sugar per ton of sugar beets as shown on SB-lll for sugar beets of the same percentage of sugar content as that shown in item 2(a).
    - (b) If an entry appears in item 2(b), determine that the entry in item 3 is the result of the multiplication of the entry in item 2(b) by .194.
  - 4. In item 4 there must appear the result of the multiplication of the entry in item 1 by the entry in item 3.
  - 5. In item 5 there must appear the number of planted acres.
  - 6. In item 6 there must appear the number of harvested acres. This entry must not exceed the entry in item 5.
  - 7. In item 7 there must appear the number of abandoned acres, if any, recommended by the county committee for an abandonment payment. If an entry other than "xx" appears in this item, the initials of the county committeeman who signed in Section IX must appear in Section VI, to the left of the space for the signature of a representative of the State committee. If the initials do not appear on the copy of the application, print them thereon.
    - (a) Such entry plus the entry in item 6 must not exceed the entry in item 5.
    - (b) Where an abandonment payment is recommended by the county committee, the cause of the abandonment must have been entered in the space provided in item 7. The cause as entered must be one of the following:

Drought Freeze
Flood Disease
Storm Insects

- 8. In item 8 there must appear the normal yield per acre, which must agree with the entry for the farm as shown on the audit listing sheet. Enter a check mark ( / ) to the right of such entry on the audit listing sheet, thus indicating that the application has been received. If the application is suspended either by the State office or the General Accounting Office, this entry need not be rechecked unless such entry was the cause of suspension, in which event verify the new figure on resubmittal of the application, but do not enter another check mark.
- 9. In item 9 there must appear the result of the multiplication of the entry in item 7 by the entry in item 8.
- 10. In item 10 there must appear the result of the division of the entry in item 9 by the numeral 3.
- 11. In item 11 there must appear the result of the multiplication of the entry in item 6 by the entry in item 8.
- 12. In item 12 there must appear 80% of the entry in item 11.
- 13. In item 13 there must appear the amount, if any, by which the entry in item 12 exceeds the entry in item 4. If an entry other than "xx" appears in item 13 and if the initials of the county committeeman who signed in Section IX appear in Section VI to the left of the space for the signature of a representative of the State committee, the cause of the deficiency must appear in the space provided above item 11 and must be one of the causes set forth in 7(b) of this subsection C.
- 14. Determine the correctness of the entry in item 14 as follows:
  - (a) If the initials of the county committeeman who signed in Section IX appear in Section VI, the entry in item 14 must be equal to the sum of the entries in items 4, 10, and 13.
  - (b) If the initials of the county committeeman do not appear in Section VI and if a cause of deficiency has not been entered above item 11, the entry in item 14 must be equal to the entry in item 4.
- 15. Determine the correctness of the entry in item 15 as follows:
  - (a) If the entry in item 14 is 10,000 or less, the entry in item 15 must equal the result of the multiplication of the entry in item 14 by \$0.60.
  - (b) If the entry in item 14 is 10,001 or more, prepare SB-105B in duplicate.
    - (1) The entry in item 15 must equal the total of column 5 of SB-105B.
    - (2) Attach the original and copy of SB-105B to the original and copy of the application, respectively.

- 16. In item 16 there must appear the result of the multiplication of the entry in item 15 by the percentage entered in parentheses. Determine that such percentage is the rate furnished the county committee by the State committee.
- 17. In item 17 there must appear the result obtained by subtracting from the entry in item 15 the entry in item 16.

## D. Section VII - Distribution of Accrued, Unpaid Wages.

- 1. If all laborers have been paid in full and have been paid at rates not less than those determined by the Secretary to be fair and reasonable, the word "none" should appear in column (1) of this section.
- 2. If all laborers have not been paid in full and at rates not less than those determined by the Secretary to be fair and reasonable, make the following determinations with respect to Section VII.
  - (a) In column (1) there should appear the names of all such laborers. If the names of any laborers are unknown, the word "unknown" should appear in this column.
  - (b) In column (2) there should appear the current address of each laborer whose name appears in column (1). If the current address of any laborer is unknown, the word "unknown" should appear in this column opposite the name of such laborer.
  - (c) In column (3) there should appear the amount of accrued unpaid wages due each laborer. For each line in column (1) on which the name of a laborer or the word "unknown" appears, an amount must appear on the same line in column (3). Likewise, for each line in column (3) on which an amount appears, the name of a laborer or the word "unknown" must appear on the same line in column (1).
  - (d) In column (4) there must appear on each line the amount appearing on the same line in column (3), unless the word "unknown" appears on the same line in column (1) or column (2) or unless the name of a laborer is incomplete, in which event no entry should appear on such line in column (4). If an entry does appear in column (4) on a line on which the word "unknown" appears in column (1) or column (2) or on which an incomplete name appears in column (1), such entry in column (4) shall be encircled.
  - (e) Verify the total of column (3).
  - (f) Verify the total of column (4). If an amount appearing in column (4) has been encircled in accordance with (d) of this paragraph 2, encircle the total of column (4) and enter immediately above or to the right thereof the correct total of the unencircled amounts in column (4).

(g) If complete names and addresses appear in columns (1) and (2), respectively, the totals of columns (3) and (4) must be equal. If complete names and addresses do not appear in columns (1) and (2), respectively, the unencircled total of column (4) must be less than the total of column (3) by the sum of the amounts appearing in column (3) opposite the unknown or incomplete names or addresses.

## E. Section VIII - Distributions of Payment to Producers.

- 1. In column (1) there will appear the names of all producers who are entitled to share in the payment.
- 2. In column (2) there must appear the addresses of all producers whose names appear in column (1).
- 3. In column (3) there will appear the percentage share of the 1937 crop to which each producer whose name appears in column (1) is entitled.
  - (a) In cases where SB-105A is attached to the application, determine that such form has been properly prepared and the computations correctly made and entered in accordance with the instructions contained in SB-102B.
  - (b) The percentage shown in column (7) of Section II of SB-105A, opposite the name of each producer, must have been entered in column (3) of Section VIII of the application opposite the name of the same producer.
- 4. In column (4) on each line there must appear the result of the multiplication of the entry in item 17 of Section V by the percentage in column (3). If, due to the rounding of fractions, the total of column (4) did not equal the entry in item 17 of Section V, the highest individual entry in column (4) should have been adjusted so that the total of column (4) equals the entry in item 17 of Section V.
- 5. In column (5) there must appear the amount to be deducted from the payment to each producer for payments to laborers.
- 6. In column (6) on each line there must appear the result obtained by subtracting from the entry on the same line in column (4) the entry on the same line in column (5). In the event that, for any line, the amount in column (5) exceeds that in column (4), the application shall be suspended and the Director of the Division notified.
- 7. Verify the total of column (3). Such total must equal 100.
- 8. Verify the total of column (4). Such total must equal the amount in item 17 of Section V. If, however, due to the rounding of fractions in column (4), the total of column (4) differs by not more than ten cents from the entry in item 17 of Section V, the total of

- column (4) shall be considered as correct and no adjustment shall be made.
- 9. Verify the total of column (5). Such total must equal the total of column (3) of Section VII.
- 10. Verify the total of column (6). Such total must equal the result obtained by subtracting from the total of column (4) the total of column (5).
- 11. If the name of a producer other than the operator-producer appears in column (1) and the signature of such producer does not appear in Section III, there must be attached an explanation signed by a member of the county committee showing the reason for the failure of such producer to sign.
  - (a) The person designated by the State committee shall determine the acceptability of the explanation, and if such explanation is not acceptable, the application shall be suspended. If no explanation is submitted, the application likewise shall be suspended.
  - (b) If no amount appears in column (5) opposite the name of such producer,
    - (1) Encircle the amount appearing in column (6) opposite the name of such producer.
    - (2) Encircle the total of column (6) and enter immediately above, or to the right, the correct total of the unencircled amounts in such column.
  - (c) If an amount appears in column (5) opposite the name of such producer, suspend the application.

### F. Section I - Application and Certification of Operator-Producer.

- 1. The signature of the operator-producer must appear in the space provided, and such signature must be acceptable under the instructions issued relative to signatures on applications submitted pursuant to the agricultural conservation program. The signature must be in the same style as the printed name of the operator-producer in Section VIII, except as provided in instructions with respect to the agricultural conservation Program.
- 2. The date of signing must have been entered in the space provided.

## G. Section II - Certification of Producer-Processor.

1. If there was any producer on the farm in 1937 who was also, either directly or indirectly, a processor of sugar beets in 1937, the name of the sugar company with which such producer was connected will appear on the second line and the signature of the producer-processor

will appear in the space provided.

- 2. Whenever either the name of the sugar company or the signature of a producer-processor appears, the other must also appear.
- 3. The date of signing must have been entered in the space provided.
- 4. The producer-processor must also have signed in Section I or Section III, and both signatures must be in the same style.

# H. Section III - Application and Certification of Producers Other than Operator-Producer.

- 1. All producers other than the operator-producer should have signed in Section III, and such signatures must be acceptable, as provided in subsection F of this Section II. The signature of each producer must be in the same style as the printed name of such producer in Section VIII, except as indicated in such subsection F.
- 2. The date of signing must have been entered opposite each signature.
- I. <u>Signatures and Authorizations of Fiduciaries</u>. Signatures of agents or other fiduciaries appearing in Sections I, II, and III must have been affixed in accordance with the instructions in ACP-16, "Instructions on Signatures and Authorizations." Documentary evidence of appointments of agents and other fiduciaries need not be attached to applications.
- J. Section IX Certification and Recommendation of County Committee. The certification must have been signed on behalf of the county committee by the member thereof who has initialed the corrections, if any, which do not affect the payment.
- K. Approval of applications. All applications in the lot which are acceptable in accordance with this procedure shall be initialed by the clerk who examined them. Such initials shall be entered at the bottom of the application, both original and file copy. Applications covering farms recommended by the county committee for abandonment and deficiency payments shall not be initialed at this time, but shall be initialed upon approval of the farm for abandonment and deficiency payments by the representative of the State committee who has been authorized to approve farms for such payments on behalf of the State committee.

## L. Section VI - Approval of Farms for Abandonment and Deficiency Payments.

- 1. All applications which can be approved for payment in accordance with the foregoing procedure, and which have been recommended for abandonment and/or deficiency payments by the county committee, shall be submitted to the representative of the State committee who has been authorized to approve farms for abandonment and/or deficiency payments on behalf of the State committee.
- 2. Such representative shall sign his name in the space provided, if the farm is to be approved for abandonment and/or deficiency payments.

- 3. In the event any farm which the county committee has recommended for abandonment and deficiency payments is not to be approved for such payments, such representative shall not sign in Section VI, but shall attach to the application a statement indicating the reason for disapproval.
- 4. All applications shall then be returned to the examiner.
- All applications which were not approved for abandonment and/or deficiency payments by the representative of the State committee shall be suspended, and letters shall be addressed to the county committee with respect to such cases indicating the reason for the disapproval. The county committee shall be notified in such letter that unless additional information which warrants the approval of the farm for abandonment and/ or deficiency payments is received within 21 days, the application will be approved for payment with respect to actual production only. When a reply to such letter is received, or if no reply is received from the county committee within 21 days, the case shall again be submitted to the representative of the State committee. If, at such time, such representative approves the farm for abandonment and/or deficiency payments on behalf of the State committee, he shall sign in the space provided in Section VI. If the additional information received from the county committee still does not warrant approval of the farm for abandonment and/or deficiency payments or if no reply is received from the county committee within 21 days, such representative shall enter the word "Disapproved" above the space provided for his signature and shall sign in the space provided. Whether approved or disapproved, such applications shall be returned to the examiner.
- 6. If the representative of the State committee disapproved the farm for abandonment and deficiency payments, the application shall be corrected as follows:
  - (a) Encircle the amounts in items 10 and 13 of Section V.
  - (b) Encircle the amount appearing in item 14 of Section V and enter above or to the right thereof the amount entered in item 4 of Section V.
  - (c) Encircle the entry in item 15 of Section V and recompute in accordance with C 15 of this Section II, using the unencircled amount in item 14. Enter the result above or to the right of the encircled amount in item 15.
  - (d) Encircle the entry in item 16 of Section V and recompute in accordance with C 16 of this Section II, using the unencircled amount in item 15. Enter the result above or to the right of the encircled amount in item 16.
  - (e) Encircle the entry in item 17 of Section V and enter above or to the right thereof the amount by which the unencircled entry in item 15 exceeds the unencircled entry in item 16.
  - (f) Encircle the amounts appearing in column (4) of Section VIII

and in the total of such column and recompute in accordance with E 4 of this Section II, using the unencircled amount in item 14. Enter the new amounts immediately above or to the right of the corresponding encircled amounts. Verify the new total in accordance with E 8 of this Section II.

- (g) Encircle the unencircled amounts appearing in column (6) of Section VIII and in the total of such column, and recompute in accordance with E 6 of this Section II. Enter the new amounts immediately above or to the right of the encircled amounts. Verify the new total in accordance with E 10 of this Section II.
- 7. Where abandonment and deficiency payments, as recommended by the county committee, have been disapproved by the State committee in accordance with L 5 of this Section II, a letter, prepared in quadruplicate shall be addressed to the operator-producer informing him that the abandonment and deficiency payments have been disapproved by the State committee and that, as a result, the net payment due under the application has been reduced to \$\frac{1}{2}\$. Such operator-producer should also be advised that payment in the reduced amount has been approved by the State office and that the application is being forwarded to the General Accounting Office for preaudit. The letter shall be signed on behalf of the State committee and the copies thereof shall be distributed as follows:
  - (a) The original shall be mailed to the operator-producer at the time the application and voucher are forwarded to the General Accounting Office.
  - (b) The duplicate copy shall be mailed to the county committee.
  - (c) The triplicate copy shall be attached to the original of the application.
  - (d) The quadruplicate copy shall be attached to the file copy of the application.
- 8. When an application is accompanied by a letter notifying the operatorproducer of the disapproval of the farm for abandonment and deficiency
  payments, the General Accounting Office, when approving the application,
  will transmit to the State office, General Accounting Office Form 117A,
  "Preaudit Difference Statement," in triplicate, showing that an administrative exception has been taken to the amount originally claimed in
  item 17 of Section V.
  - (a) All three copies of the preaudit difference statement shall be attached to the file copy of the application. (The accountant does not need a copy since the exception, in this instance, does not relate to the amount approved by the certifying officer.
  - (b) If, at a later date, a producer submits an adjustment application claiming the abandonment and/or deficiency

payment and such payment is approved by the State committee, the original of the difference statement bearing a reply from the certifying officer to that effect shall be attached to the original of the adjustment application. The copies of the difference statement, with the reply shown thereon, shall be retained with the copies of the first application and of the adjustment application, respectively.

## M. Adding Machine totals.

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- 1. For all approved applications in the lot, prepare adding machine tapes as follows:
  - (a) Obtain the total of the unencircled totals in column (4) of Section VII, and the unencircled totals in column (6) of Section VIII of all applications in the lot. Entitle this total "Amount Payable."
  - (b) Obtain the total of the amounts in column (3) of Section VII for which no amounts or for which encircled amounts appear on the same lines in column (4). Entitle this total "Unpaid Wages Withheld."
  - (c) Attach the tapes, showing the two totals thus obtained to the group of approved applications.
- 2. If the foregoing totals are obtained by means other than adding machines, enter each total, properly entitled, on a piece of paper and attach to the approved applications.
  - III. PREPARATION AND DISTRIBUTION OF VOUCHER AND SCHEDULE FORMS
- A. Form S-1, "Public Voucher for 1937 Sugar Payments Continuation Sheet.
  - 1. Form S-1 shall be prepared in quintuple, original on S-1 (white) and four copies on S-1a (yellow). Data shall be entered thereon as follows:
    - (a) Enter the names of the State and county in the spaces provided.
    - (b) Enter the administrative number in the space provided. This number shall be the lot number preceded by the State and county code numbers.
    - (c) Enter in the spaces provided the number of the sheet being prepared and the total number of sheets necessary to list data for all approved applications in the lot.
    - (d) In column (a) enter the serial numbers of all approved applications in the lot. Repeat the serial number for each payee who is being paid under the same application.

- (e) In column (b), in the left part thereof, enter the name and address of each payee. List only those payees,
  - (1) Whose names and addresses appear in columns (1) and (2), respectively, of Section VII of the application and for whom unencircled amounts appear in column (4) thereof.
    - (2) Whose names and addresses appear in columns (1) and (2), respectively, of Section VIII of the application, and for whom unencircled amounts appear in column (6) thereof.
- (f) In column (c), enter the unencircled amounts appearing in column (4) of Section VII or in column (6) of Section VIII of the application. Care should be taken to be certain that the proper amounts are entered opposite the names of the payees who are entitled to such amounts.
- (g) Make no entries in column (d).
- (h) Make no entry after the words "Checks dated" in the lower left-hand corner of the form.

### 2. Verify Form S-1 as follows:

- (a) Verify names and addresses of payees and the amounts to be paid by reading against the applicable entries on the applications.
- (b) Obtain the total of column (c) for all sheets prepared for one lot. This total must equal the total shown on the adding tape entitled, "Amount Payable." If the totals do not agree, locate the error and determine the correct total, which shall be entered in the space provided on the last sheet of Form S-1, both original and copies.
- (c) The clerk verifying the data on Form S-1 shall sign in the space provided in the lower right-hand corner of the form.

## B. Form S-2, "Public Voucher for 1937 Sugar Payments."

- 1. Before Form S-2 is typed, a copy of Form S-2a shall be prepared in pencil, as follows:
  - (a) Enter in the last line of the certification following the words "are unknown, aggregate," the total of the tape entitled "Unpaid Wages Withheld."
  - (b) Enter in the sixth line of the certification opposite the words "the amounts aggregating" the total of column (c) of Form S-1 for the lot.

- (c) Enter in the sixth line of the certification after the words "rate of" the rate of deduction for county association expense as shown in item 16 of Section V of all the applications in the lot.
- (d) Enter in the fifth line of the certification opposite the words "expenses totaling" the amount being deducted as the county association expense, which shall be determined as follows:
  - (1) Add the totals obtained in (a) and (b) of this paragraph 1.
  - (2) Determine the "association expense factor" by subtracting the county rate of deduction from 100% and dividing this result into such county rate. This factor shall be expressed in decimals carried to five places. For example, assuming the county expense rate for county "X" is 1.2% the factor will be

100% - 1.2% = 98.8% 1.2% = .01214 = association expense 98.8% factor for county "X".

- (3) Multiply the total obtained in (1) of this subparagraph (d) by the factor obtained in (2) of this subparagraph (d).
- (e) Enter in the fourth line of the certification opposite the words "gross amounts aggregating" the total obtained by adding the amounts obtained in (a), (b), and (d) (3) of this paragraph 1.
- 2. When the pencil copy of Form S-2a has been completed, Form S-2 shall be prepared in triplicate, original on S-2 (white) and two copies on S-2a (yellow). Enter data on this form as follows:
  - (a) Enter in the space provided in the upper right-hand corner the administrative number, as shown on Form S-1.
  - (b) Enter, following the word "Appropriation," the symbol and title of the appropriation against which the payments will be charged.
    - (1) If the voucher and schedule will be certified on or before June 30, 1938, type or stamp thereon

"1282205(21)021 Administration of Sugar Act of 1937, Department of Agriculture, 1938 (A.A.A.) (Payments to Producers)".

(2) If a voucher and schedule will be certified on July 1, 1938, or thereafter, the 1939 appropria-

tion will be chargeable, the symbol and title of which will be furnished later.

- (c) Enter after the word "Office," the words "State Agricultural Conservation."
- (d) Enter after the words "prepared at," the name of the city and State in which the office is located.
- (e) Enter on the line beneath the words "Persons named on attached continuation sheet (payees)" the name of the first payee listed on the first sheet of the set of Forms S-1 for the lot, followed by the phrase "et al." Omit the phrase "et al" if there is only one payee listed on Form S-1.
- (f) Enter data in the certification as follows:
  - (1) Enter on the first line the numbers of the first and last pages of Forms S-1 for the lot.
  - (2) Enter on the remaining lines the amounts entered in the corresponding lines of the Form S-2a which was prepared in pencil.
  - (3) Enter in the space immediately above the space for the date, the number of applications scheduled for payment on the Forms S-1 for the lot.
  - (4) Enter the title of the certifying officer in the space provided.
- 3. Verify Form S-2 as follows:
  - (a) Verify the amounts entered in the certification by checking against the pencil copy of Form S-2a.
  - (b) Determine that the amount on line 4 of the certification equals the sum of the amounts entered on lines 5, 6, and 9 of the certification.
- C. Form S-3, "Schedule of Disbursements (Sugar Payments)". Form S-3 shall be prepared in septuple (original and six copies). This form may include one or more Forms S-2, but must not include more than approximately three hundred payees, unless one Form S-2 includes more than three hundred payees. Prepare the form as follows:
  - 1. Enter above the words "Bureau or office," to the left of the letters "A.A.A., to the name of the State office.
  - 2. Make no entry in the space designated "date paid."
  - 3. Enter above the word "Station," the name of the city and State in which the regional disbursing office is located.

- 4. Enter after the word "Period," the name of the month in which it is expected the vouchers will be paid.
- 5. Enter after the words "Symbol No.," the symbol number which is furnished by the Regional Disbursing Office.
- 6. Enter after the words "Bureau Schedule No.," the bureau schedule number. A separate series of schedule numbers, beginning with 1 and preceded by the letters "SB," shall be used for payments under the 1937 Sugar Beet Program.
- 7. Enter after the word "Date," the date on which the schedule is prepared.
- 8. Enter after the words "Appropriation or Fund," the symbol and title of the appropriation as entered on Form S-2.
- 9. Make no entries in columns (a) and (b).

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- 10. Enter in column (c) the administrative number as shown on the Forms S-2 for which Form S-3 is being prepared.
- 11. Enter in column (d) the name of the payee as shown on Form S-2, which will be the name of the first payee on each set of Forms S-1.
- 12. Enter immediately to the right of the name, the number of applications in each lot as shown on Form S-2 above the space for the date.
- 13. Enter in column (e) the amount entered on line 4 of the certification on Form S-2.
- 14. Enter in column (f) the amount entered on line 5 of the certification on Form S-2. Enter in parentheses immediately beneath such amount the amount shown on the last line of the certification on Form S-2.
- 15. Enter in column (g) the amount shown on line 6 of the certification on Form S-2.
- 16. Obtain and enter the totals of columns (e), (f), and (g) in the spaces provided. Two entries shall be made in the total line of column (f): a total of the amounts in such column not enclosed in parentheses; and directly beneath such total, a total of the amounts in parentheses. The latter total shall be enclosed in parentheses.
- 17. Stamp or type on the third copy of Form S-3 the following notation: "Forward to Records and Accounts Section, Agricultural Adjustment Administration, Washington, D. C."
- 18. Enter the title of the certifying officer in the space provided on the original Form S-3.

### 19. Verify Form S-3 as follows:

- (a) Verify the data on Form S-3 by checking against Form S-2.
- (b) Determine that the total of column (e) equals the sum of the total of column (g) and the two totals of column (f).
- D. Certification of Voucher and Schedule Forms. The original of Form SB-3 shall be released to the state accountant to be stamped "Funds available" and thereafter the certifying officer shall sign the original of Form S-3 and the original of each Form S-2 covered by Form S-3.

## E. <u>Distribution</u> of Forms S-1, S-2, and S-3.

- 1. Forms S-1. The State office shall retain one copy and transmit the original and three copies, together with the applications and related forms, to the General Accounting Office. The General Accounting Office will retain one copy and transmit the original and two copies to the Regional Disbursing Office. The Regional Disbursing Office will retain the original, return one copy with the check numbers listed thereon to the State office, and transmit one copy with the checks to the treasurer of the county association.
- 2. Forms S-2. The State office will retain one copy and transmit the original and one copy to the General Accounting Office. The General Accounting Office will retain the copy and transmit the original to the Regional Disbursing Office.
- 3. Forms S-3. The State office will retain one copy and transmit the original and five copies (including the copy marked for Records and Accounts) to the General Accounting Office. The General Accounting Office will retain one copy, return one copy to the State office, and transmit the original and three copies to the Regional Disbursing Office. The Regional Disbursing Office will retain the original and one copy, return one copy to the State office and transmit the copy so designated to the Records and Accounts Section, Washington, D. C.

#### IV. SET-OFFS AGAINST SUGAR BEET PAYMENTS

The set-off procedure now in effect in connection with the 1937 Agricultural Conservation Program shall be followed in making set-offs against sugar beet payments, except that the appropriations will be different.

SB-105B U. S. Department of Agriculture Agricultural Adjustment Administration

(State & County Code & Serial No.)

SCALE OF RATES 1937 Sugar Beet Program

Payment (3) $\frac{x}{(E)}$							3/
Pay (3)	€	· <del>(*)</del> -	↔	<del>- ()</del>	<i>↔</i>	· <del>(/)</del>	<del>-63-</del>
Rate	(+)	\$ 0.55	\$ 0.525	\$ 0.50	\$ 0.475	\$ 0.30	XXXX
Smaller of columns 1 & 2 (cwt.)	(2)					/ਹ	X X X
Maximum quantity for payment at each rate (cwt.)	10,000	20,000	90,000	120,000	360,000	X X X	X X X X
Production (cwt.)	(1)					/2	Total x x x

result obtained by subtracting from the entry on the second line in column (1) the entry Enter on the first line the total production shown on SB-110, Section V, item 14; enter on the second line the result obtained by subtracting from the entry on the first line in column (1) the entry on the first line in column (2); enter on the third line the on the second line in column (2); etc.

Transfer the entry, if any, on the sixth line in column (1) to the sixth line in column 21

Z/ Transfer this entry to SB-110, Section V, item 15.



Issued May 9, 1938



UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION

State Office Procedure for Examination and Scheduling of 1937 Sugar Beet Applications for Payment

The procedure outlined in SB-115(WR), attached hereto, is applicable in the State of California, except for paragraph B, Part II, Examination of Applications. In lieu of such paragraph B the following applies:

- B. Section IV Required Farming Practices.
  - 1. Determine that the entry in item 1 is not less than the entry in item 5 of Section V, or
  - 2. If the entry in item 1 is less than the entry in item 5 of Section V, determine that the entry in item 2 plus 1/2 of the entry in item 3 plus 2/5 of the entry in item 4 is not less than 20 percent of the amount by which the entry in item 5 of Section V exceeds the entry in item 1 of Section IV, or
  - 3. If the entry in item 2 plus 1/2 of the entry in item 3 plus 2/5 of the entry in item 4 is less than 20 percent of the amount by which the entry in item 5 of Section V exceeds the entry in item 1 of Section IV, determine that the entry in item 5 is not less than the amount obtained by dividing the entry in item 5 of Section V by 3.

# UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION

WAY 22 1939

AMENDMENT TO STATE OFFICE PROCEDURE FOR EXAMINATION AND SCHEDULING OF 1937 SUGAR BEET APPLICATIONS FOR PAYMENT

Paragraph E of Part I of SB-115 (WR), "State Office Procedure for Examination and Scheduling of 1937 Sugar Beet Applications for Payment," is hereby amended to read as follows:

- E. If an error affecting the amount of payment due under an application is detected, such application shall be handled as follows:
  - 1. If the error affects the amount of payment due under the application by  $10\phi$  or less, no correction shall be made, and the application, if otherwise regular, shall be certified for payment in the amount entered thereon in the county office.
  - 2. If the amount of payment shown on an application is greater than the amount actually due under such application, as a result of an error in computation thereon and if the amount by which the payment is affected is more than 10¢, a letter shall be addressed to the operator-producer named on the application advising him that his payment and the payments to other producers named on the application have been reduced. Such letter should also indicate the reason for the reduction and should include a statement to the effect that the application is being certified for payment in the reduced amount and is being forwarded to the General Accounting Office. The necessary correction should then be made and the application released to the General Accounting Office, accompanied by a copy of the letter to the operator-producer.
  - 3. If the amount of payment shown on an application is less than the amount due under such application as a result of an error in computation, and if the amount by which the payment is affected is more than 10¢, the necessary corrections shall be made thereon and the application shall be returned to the county office for initialing by each producer whose payment is affected by the error.
  - 4. If an application is suspended by the General Accounting Office and if the Pre-audit Difference Statement attached thereto states, as the reason for the suspension, that the amount of payment shown on such application is greater than that due thereunder, the procedure set forth in subparagraph 2 of this paragraph E shall be followed.
  - 5. If an application is suspended by the General Accounting Office and if the Pre-audit Difference Statement attached thereto states, as

the reason for the suspension, that the amount shown on such application is less than the amount due thereunder, a new application shall be prepared showing the correct payment. The new application shall be forwarded to the county office to be signed by the producers and a member of the county committee. The original incorrect application shall be held in the state office until the new application, properly signed, is received, whereupon both the original and the new application shall be forwarded to the General Accounting Office together with a reply to the Pre-audit Difference Statement.